



Terms & Conditions for Enrollment for the Continuing Student

To confirm your enrollment at the New York Conservatory for Dramatic Arts, we require a **nonrefundable** deposit as well as a signed Enrollment Agreement form. Payment of this deposit along with the signed Enrollment Agreement form is regarded as your acceptance of these Terms & Conditions for Enrollment. Once you have been enrolled into classes, the deposit will be applied to your tuition balance.

Tuition

The program's tuition covers all classes. The cost of housing, meals, books, and all other personal expenses are the student's responsibility.

Payment

Tuition and fees may be paid by check, credit card, or wire transfer. International wire transfers should be made through <https://peertransfer.com/sft>. Domestic wire transfers should be made by contacting the Business Office. Checks/Money Orders should be made payable to the New York Conservatory for Dramatic Arts. Payment deadlines and procedures are clearly outlined on the enclosed **Payment document**.

The full payment is due 30 days prior to the start of each term. Students with an outstanding balance after the due date may be automatically withdrawn and moved to the waitlist. A late fee of \$50 is assessed for tuition or housing payments made after the due date. A fee of \$50 will be charged on all returned checks. The student is responsible for full payment of semester tuition less applicable refund regardless of successful completion of the Program. The student acknowledges that tuition may increase each year. Students who elect to participate in the 3-year program and who are invited to return for the third year will receive a discount in tuition for that year.

Institutional Scholarships and Awards

Students who have been accepted to the Conservatory and have been awarded institutional scholarships and/or awards will have these awards applied to their accounts once all required financial aid documents have been submitted to the Financial Aid Office. These documents should be submitted at least 60 days prior to the start of the applicable term. Such documents include but are not limited to the FAFSA, loan applications, verification documents, and/or other supporting documentation. Students are expected to pay outstanding balances in full 30 days prior to the start of the term (July 26, 2013 for fall start or December 6, 2013 for spring start). Once outstanding financial aid is received by the Conservatory and a student's account has a credit balance, a reimbursement check will be sent to the student's local address. Students who have all financial aid awarded to their accounts prior to July 26, 2013 for fall start or December 6, 2013 and still have outstanding balances are required to pay the remaining balance by July 26, 2013 or December 6, 2013, depending on the start date.

Withdrawal and refund policy

The withdrawal and refund policy applies to students who voluntarily withdraw from the Conservatory. The policy does not apply to any student who is asked to leave as a result of a violation of school policy, failing course work, failure to attend classes or disciplinary procedures. Such students who are asked to leave will not be entitled to any refund. Refund policies are listed below and are stated in the Conservatory Catalog, website, and Student Handbook.

Tuition and fees are refundable in full if notice of withdrawal is received in writing before the first week of classes. If a student withdraws during the first three weeks of any program, the term's tuition will be calculated and prorated based on the refund schedule. Any student who withdraws after week three of classes is not entitled to any refund.

Refund Schedule

- Prior to or during the first week of classes: 100%
- Within second week of term: 75%
- Within third week of term: 50%
- After third week of term: No refund

Tuition deposits are non-refundable. Refund requests take approximately four to six weeks to process. Failure to complete payment prior to withdrawal does not relieve a student of financial liability. For a Tuesday start following a Monday holiday, the week is marked beginning with Monday holiday. If a student withdraws on a Monday, this is considered a full week.

All notices of withdrawal must be made in writing and become effective on the date such notice is received by the Registrar's Office or the Office of Student Affairs. No refunds are made for insurance premium charges. Housing charges, schedules, dates, and refund policies differ and can be found in the Residence Hall Agreement. Students using financial aid including grants, loans and institutional scholarships toward the cost of their education who withdraw from the Program may be required to return a portion or all of such aid. This may result in a balance owed to the Conservatory.

Acceptance to subsequent years in the Professional Training Program

Third year (Film and Television)

The New York Conservatory for Dramatic Arts is a competitive training program and students must be invited to return for the third year. Students being considered for acceptance into the third year of the Program will be evaluated on GPA (minimum 2.66 required), Academic Leadership Team evaluations of final performances, and faculty ratings.

Health Insurance

All students in the Program are required to be covered by a health insurance plan. Students who are covered by existing plans must submit a copy of their insurance card (front and back) as proof of coverage to the Office of Student Affairs no later than 30 days prior to the start of the program. The Conservatory offers a low-cost insurance plan for those that are not covered under another plan. All international students must enroll in this plan. Students who do not submit proof of other coverage by the deadline will, by default, elect to be covered by the Conservatory's plan and will be billed for the additional cost. Details of the plan and cost are available on the Conservatory's website.

Student Handbook and Conduct

The student agrees to abide by the policies, rules, and regulations set forth in the New York Conservatory for Dramatic Arts' Student Handbook. The Student Handbook is available on the Student Services page of the Conservatory's website. The Conservatory can change rules and regulations as needed at anytime. It is the student's responsibility to keep up to date with these changes. All students will be required during Orientation to acknowledge that they have reviewed the Student Handbook's contents and agree to comply with such policies and procedures.

Request for Special Accommodations

Our Professional Training Program is physically, emotionally, and academically rigorous. The Conservatory will reasonably accommodate individuals with disabilities, if the individual is otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or safely perform all essential functions. Accommodations will be made as long as the fundamental aspects of the Conservatory's educational program are not altered and an undue hardship is not placed on the Conservatory. It is the student's responsibility to inform the Office of Student Affairs and acquire a *Request Form for Special Accommodations* prior to the start of the semester. Proper documentation from health care providers will be required to accommodate any requests.

The Programs

The published program outline is an indication of the scope of the program. The Conservatory reserves the right to modify the curriculum and class schedules as it considers necessary. Class schedules are assigned by the Conservatory and classes are held Monday through Saturday between the hours of 8:30AM and 10:00PM. A student's schedule may consist of up to 40 hours of classroom time per week during that time period. The student agrees to be available during that time period for assigned schedule, and other commitments must be arranged around assigned class schedule. Students are placed in sections at the discretion of the Academic Leadership Team. ***The Conservatory may change student placement or schedules at any time.***

Conditions of Scholarship/Awards

The Sanford Meisner Merit Award: This award is renewed if the student is invited to return.

The Mary Doyle Memorial Scholarship: Based on financial need, students must complete the FAFSA and reapply each year. Students also must maintain a minimum GPA of 3.0.

Achievement Award: This award is renewable if the student is invited to return.

Academic Award: This award is renewable if the student is invited to return and maintains a 3.5 GPA in his or her Conservatory studies.

The New York Conservatory for Dramatic Arts Grant: This grant is allocated for the current academic year and is renewable if the student is invited to return.

Second-Year Merit Scholarship: All returning students are considered for this scholarship regardless of financial need. The award is based on the student's first-year achievement including GPA, final scene performances, and instructor feedback.

Additional Conditions

The Conservatory is not responsible for lost property or for personal injury during class participation. The student agrees to allow the Conservatory to use his/her name and/or likeness for promotional purposes. If a student wishes to refuse this permission, he/she must send a written request to the Registrar's Office. Any exceptions to this Agreement are at the discretion of the Artistic Director and must be in writing. The Conservatory reserves the right to terminate this Agreement at any time for cause with or without notice.

Deferring Enrollment

Acceptance into the second or third year of the Professional Training Program may be deferred for no more than one year. Students who wish to defer their acceptance should contact the Registrar's Office (registrar@sft.edu).

Program Declaration

NYCDA's accreditor, The National Association of Schools of Theatre (NAST), sets guidelines for program offerings.

Only students enrolled in Platform Year of the Film and Television Performance Program for fall 2012 or after are eligible to receive an Associate in Occupational Studies upon successful completion of the program. Students enrolled in the Theater, Film and Television Performance Program are on a Certificate track and are not eligible to receive an Associate in Occupational Studies upon successful completion of the program.

NAST mandates that the type of award a student will receive upon program completion is determined by their second year enrollment status. After the second year add/drop period, there can be no change or movement between the two performance programs. Attendance in one program disqualifies a student from completing another program.