



TERMS & CONDITIONS

Terms & Conditions for Enrollment

To reserve a space in the program

To reserve your space in the Platform Year of our Professional Training Program, we require a signed Enrollment Agreement which will be regarded as your acceptance to these Terms & Conditions for Enrollment. In addition, to confirm your enrollment at the New York Conservatory for Dramatic Arts, we require a **nonrefundable** deposit of \$750 by May 15, 2014 or earlier. 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. DOMESTIC wire transfers should be made by contacting the Business Office at businessoffice@sft.edu. INTERNATIONAL wire transfers should be made through <https://peertransfer.com/sft>. 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 Students with an outstanding balance after the due date may be automatically withdrawn and moved to the waitlist.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 any 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 into 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 Office of Financial Aid. 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. 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 address. Students who have all financial aid awarded to their accounts 30 days prior to the start of the term, and still have outstanding balances are required to pay the remaining balance at that time.

Conditions of Scholarship/Awards

- **The Sanford Meisner Merit Award**: This award is renewed if the student is invited to return for the second year. **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.

Deferral of Enrollment

A student who intends to defer enrollment to the following term or academic year must request a deferral by completing the Enrollment Agreement and indicating his/her intent. Enrollment may only be deferred by a maximum of one year. All merit and talent based scholarships will carry over for the one year deferral. All need based scholarships will be reassessed prior to the start of the program.

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 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 the 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. These calculations are based on guidelines put forth by the Department of Education. This may result in a balance owed to the Conservatory.

Admission Requirements

Official Transcripts, DOMESTIC STUDENTS

All students who enroll at The New York Conservatory must show proof of a high school degree/diploma or the equivalent by the start of the program. NYCDA requires all academic transcripts be sent directly from the student's school to NYCDA. High school seniors can send current, in-progress transcripts and are expected to request that a final transcript is sent upon graduation. All final high school transcripts must indicate a graduation date. Students with post-secondary credits have the option to request that their college/university transcripts be sent directly to NYCDA in addition to their high school transcript. If a student has completed an Associate's degree, Bachelor's degree or higher from a regionally accredited school, a high school transcript is not necessary.

Homeschool Transcripts

The New York Conservatory for Dramatic Arts welcomes applications from homeschooled students. A transcript indicating graded coursework or in-progress coursework is required. The transcript should indicate grades that have been received for each course. The New York Conservatory requires all admitted students to present proof of graduation. As such, admitted homeschooled students must adhere to homeschool regulations in their home state and provide a state-issued credential for secondary school completion or they must complete and submit results of their GED test prior to enrollment. State by state homeschool state regulations can be found here: <http://www.hslda.org/laws>.

GED Diploma and Score Requirements

If a student has received or will receive a General Educational Development (GED) diploma, a copy of your GED diploma and GED test scores are required. You may obtain a copy by contacting your State Education Department. Please note that NYCDA does not accept other countries' versions of the GED. If you reside outside the U.S. and need to take the GED test, please visit www.prometric.com/ged and select "International GED Bulletin" for information.

Official Transcripts, INTERNATIONAL STUDENTS

For students who have only completed secondary education, official proof of high school completion must be sent to NYCDA. In order to satisfy this requirement, NYCDA requires that all students who completed their secondary or post-secondary course work outside of the US **(with the exception of Canadian students)** request an official Credential Evaluation to be sent directly to NYCDA by the start of the first semester. Photocopies, facsimiles, and notarized copies of academic records are not considered to be official and do not alone satisfy the requirement.

Approved evaluation companies include GCE Course-by-Course Report: <http://gceus.com/services> or AACRAO Course-by-Course Evaluation: <http://ies.aacrao.org/evaluations/app.php>. Academic records issued in a language other than English are required to be translated and attested to be the institution of origin by a reputable translation agency. The evaluation must indicate that the student has received the equivalency of a U.S. high school diploma and must show a course by course evaluation and GPA. The applicant is responsible for the timely evaluation of documents and for all costs and fees associated with these services.

ALL STUDENTS: Failure to send the required official transcripts/credit evaluations to within 60 days from their program start will result in the student's ineligibility to register for the next term. Any financial aid applied to the student's discount will be forfeited.

Form I-20, Visa, and F-1 Information, International Students

The New York Conservatory is approved by the Student Exchange and Visitor Program to issue an I-20 for the student applicant to submit when applying for an F-1 student visa. International students must meet all criteria for admission plus provide proof they have sufficient funds to complete the program. Upon acceptance to our programs and receipt of the I-20 application and supporting financial documentation, an I-20 will be processed and sent to the student. The student must then apply for a visa at the U.S. Embassy or Consulate in their country of citizenship (NOTE: Citizens of Canada, Bermuda or residents of certain other islands described in [8 CFR 212.1\(a\)](#), generally do not need a visa.) In addition to the application materials, international students must prove they hold a valid passport. F-1 students are not permitted to work off campus or to engage in business without specific employment authorization. Prior to graduation from the Conservatory, F-1 students can apply for Optional Practical Training, (OPT), which is temporary employment directly related to an F-1 student's major area of study. OPT can start within 60 days of program completion.

Acceptance to subsequent years in the Professional Training Program

Second year (Film and Television or Theater)

The New York Conservatory for Dramatic Arts is a competitive training program and students must be invited to return for the second year. Students being considered for acceptance into the second year of the program will be evaluated on GPA (minimum 2.66 required), Academic Leadership Team evaluations of final performances, and faculty ratings. Students invited to return to the second year will move into the Film and Television Year, unless they wish to pursue the Theatre Year (below).

Theater Year

In addition to the second year eligibility requirements listed above, students seeking admittance to the Theatre year must complete an audition. If accepted, students will move into the Theater Year for the second year and finished their third year in Film and Television.

New York State Immunization Requirements

All students must provide proof of immunity to measles, mumps, and rubella and acknowledge receipt of information regarding the disease meningitis. The Conservatory will provide all students with a form that must be completed by a doctor and returned to us prior to the start of class.

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.

Administrative Probation

Failure to comply with Admission, New York State Immunization, and Health Insurance requirements set forth by the Conservatory may result in a student being placed on Administrative Probation. It is the student's responsibility to comply with these requirements or he/she will be barred from attending classes and be placed on Administrative Probation. Probation status will be lifted when all documentation is received.

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 term. 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.

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 Office of the Registrar. 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. If there has been any change in the Disciplinary Records section of the student's admissions application, it is the responsibility of that student to inform the Conservatory.