



ENROLLMENT AGREEMENT

Student Enrollment Agreement: Summer Acting Training Program 1

Student's Legal Name: _____

Address: _____ City: _____

State/Province: _____ Post Code: _____ Country: _____ Student Phone: _____

Student Email Address: _____ Date of Birth (mm/dd/yyyy): _____

Student's Social Security Number (Required for U.S. Citizens): _____

ACCEPTANCE

To accept this offer of admission and reserve your place in the 2015 Summer Acting Training Program, check the box below, sign the bottom of the agreement, and submit this form with a non-refundable, non-transferable deposit of **\$750**. **Your place in the program is secured ONLY when both the signed agreement and deposit are received.**

☐ I accept your offer of a place in the program and I have read and accepted the terms of this Enrollment Agreement.

TUITION, HOUSING: FEES and DATES

SUMMER SESSION 1

June 8, 2015 – July 2, 2015: Tuition and fees of **\$3,140** (minus \$750 deposit and any scholarships) is due by May 8, 2015.

HOUSING SUMMER SESSION 1

Do you require housing in our Student Residence? ☐ Yes ☐ No

A \$300 non-refundable, non-transferable housing deposit and a \$150 refundable damage deposit (total of \$450) are required to reserve your place in housing. **Note that housing assignments are made on a first come, first served basis, once deposits have been paid. All Summer Term balances must be paid in full by May 8, 2015.**

Quad Room:	\$1,275*
Double Room:	\$1,420*
Large Double Room:	\$1,620*

***Price includes \$450 deposits**

DEPOSITS, REFUNDS

The enrollment deposit can be made by check or credit card. Please indicate method of payment.

- ☐ Check payable to The New York Conservatory for Dramatic Arts drawn on a U.S. bank in U.S. dollars.
- ☐ Credit card (Please contact the Admissions Department at 888.645.0030 x4080).
- ☐ International wire transfer (<https://peertransfer.com/sft>).
- ☐ Domestic wire transfer (contact the Business Office at 888-645-0030 ext. 2866 or businessoffice@sft.edu).

A fee of \$30 will be charged on all returned checks. A fee of \$50 is assessed for payments made after the due date. Students enrolling after May 8, 2015 must pay their entire balance with this agreement. Students withdrawing on or before June 5, 2015 will be entitled to a full refund of tuition minus the \$750 tuition deposit.

Tuition Refund Schedule

- Prior to first week of program: 100% (minus \$750 deposit)
- Within first week of program: 50% (minus \$750 deposit)
- After first week of program: No refund

Housing Refunds (If living in NYCDA's Student Residence)

Students who have requested a refund of housing fees, in writing, on the start of the program will be entitled to a full refund of housing fees paid, minus the \$300 housing deposit. After the start of the program all payments for housing charges are non-refundable and non-transferable. If you are entitled to a refund, allow four weeks for the refund to be processed.

HOUSING CONDITIONS (If living in NYCDA's Student Residence)

A student who is unable to attend classes is required to provide notice in writing to Student Services at studentservices@sft.edu. Students staying at the Livingston St. Residence must notify the Resident Advisors as well. Absences can affect student grades.

Students staying at the NYCDA Student Resident are expected to abide by the rules set out by the housing authority. Damages that a student or guest causes at the residence hall are solely the student's responsibility. The cost of repair will be deducted from the student's damage deposit, and if the estimated cost of repair exceeds \$150, additional charges will be billed to the student and due within 48 hours.

Residence Hall curfew times for minors (under 18) are: **Sunday to Thursday 10pm, Friday to Saturday 11pm**. Students will be expected to report to the Resident Advisors. All minors who leave for the night or weekend must have prior written permission from their parent/guardian on record with NYCDA. Any parent wishing to remove a minor from the residence for the night or weekend must give written notice to NYCDA at Studentservices@sft.edu. Parents of minors will be contacted regarding curfew violations. Violation of curfew rules is grounds for dismissal without refund. Supervision is only provided at NYCDA facilities and at the residence hall.

OTHER CONDITIONS

NYCDA is a drug free environment. Any student found to be under the influence or in possession of alcohol or drugs will be dismissed without refund. The legal age for consumption and possession of alcohol in New York State is 21. 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.

HEALTH INSURANCE

We strongly suggest that all students in the summer program be covered by a health insurance plan. Please submit proof of coverage and complete the appropriate areas on the medical form if you have coverage.

By signing below, the student agrees to adhere to all rules and guidelines set forth in this document for both the Summer program and Housing (if the student plans to live in the NYCDA Student Residence).

Signature of Parent or Guardian: _____ (Required if student is under 18 years of age)

Print/Type Name of Parent or Guardian: _____ Date (mm/dd/yyyy): _____

Signature of Student (required): _____

Print/Type Name of Student (required): _____ Date (mm/dd/yyyy): _____

Please return this agreement along with your tuition and housing deposits (if you require housing) by mail to:

The New York Conservatory for Dramatic Arts:

Office of Admission

39 West 19th Street

New York, NY 10011