

Registration Policies

- All registrations are processed in the order they are received. Registrations will be accepted until the class is full or until the end of the first week of class, whichever comes first.
- Returned checks: A \$25.00 service charge will be attached to any check returned by the bank due to insufficient funds.
- Class confirmations: After your registration is processed, you will receive information confirming your spot in the class.
- Cancellation Policy: If you cancel before class begins, we will refund tuition less a \$25.00 processing fee per class. If you cancel within 24 hours after the first class meeting, we will refund half the tuition amount. After 24 hours after the first class meeting, no refund will be given.
- We reserve the right to cancel a class if enrollment is insufficient. In this instance, any tuition paid will be refunded in full.
- BCPA is not responsible for any lost, damaged or stolen personal belongings.
- All dates, times and programming subject to change.

Financial Aid

We offer two forms of financial assistance: a **payment plan** option and **award grants**.

Payment Plan

Our payment plan option is open to any family who wishes to divide the cost of tuition into three or fewer payments. You do not need to apply for this option.

Here's how it works: upon registration, include \$75 and simply pay balance prior to the start of camp. Please note: campers will not be able to attend class if there is an outstanding balance on tuition. Please indicate your intention to make payments on the Payment Information section of your registration form.

Award Grants

The Broadway Center Conservatory is pleased to offer financial aid award grants for its 2007 – 2008 programs. Award grants will be granted to students wishing to attend classes who demonstrate both a financial need and a strong desire to participate.

Financial aid will be disbursed on a sliding scale, up to 70% of the total cost of tuition. Awards will be granted after a panel review of each application. Applications are reviewed in the order received based on funds available.

To be considered for a Financial Aid award, applicants must submit:

1. A completed **Class Registration** form.
2. **Letter of Request** including all contact information, written and signed by parent/guardian.
3. A \$25 non-refundable class **deposit**.
4. Any other **class-specific requirements** (see class descriptions for additional enrollment requirements).

Letter of Request: The parent or guardian must submit a formal request for financial assistance via a letter to the granting committee. Please include the following in your request:

- Both student and parent/guardian names
- Address
- Phone
- Email
- Student's grade and age
- Class(es) interested in attending
- Amount of aid requested, up to 70% of the total cost of tuition.
- Additionally, please address the following as it pertains to your situation: current financial situation including brief explanation of expenses and income, number of members in household, your unique financial circumstances, and special considerations and/or specific needs as it pertains to your financial aid request.

Please be specific and keep your requests to no longer than two pages in length.

Class Deposit: families applying for financial aid must submit a minimum \$25.00 deposit per student per class at the time of registration. This amount secures the student's place in the program while their financial aid application is under consideration. This deposit is refundable if the registration is cancelled two weeks prior to the beginning of class.

Award recipients will be contacted no later than 5 days after the posted financial aid deadline. Applicants receiving financial aid awards must either accept or decline their award via phone, fax, postal mail or email within three days of notification or their award will be redistributed and the class deposit will not be refunded.

Other class-specific requirements: some classes require recommendation, instructor approval, audition or other materials. Please see class descriptions for additional admission requirements.

Deadline to apply: financial aid deadlines for the 2007-2008 Conservatory season are as follows:

Fall Sessions: September 14, 2007, 5:00 pm.

Winter Sessions: December 7, 2007, 5:00 pm.

Spring Sessions: February 24, 2008, 5:00 pm.

Please note: the deadline is **NOT a postmark deadline**. All applications must be received by the deadline date and time to be considered for an award.

The financial aid application is not your registration. If you have not already registered, please be sure to include the registration form along with your financial aid application.

