

# STAGEBRIDGE

UNITING THE GENERATIONS SINCE 1978

## Performing Arts Institute Registration Policy

(updated 8/19/2022)

### Class Registration & Payment

**Registration:** All class registrations must be made at [www.stagebridge.org/pai-register](http://www.stagebridge.org/pai-register) during the open registration period. All registrations are processed in the order they are received.

Students will receive an email confirmation after submitting their registration form. Stagebridge does not honor registration requests made prior to the open registration period or left as phone messages, unless specified or announced.

If additional assistance is needed, contact Stagebridge staff as soon as possible at [register@stagebridge.org](mailto:register@stagebridge.org) or (510) 210-3773.

**Waitlists:** Students who register for a class that is at full capacity will be placed on a waitlist. Staff will reach out to waitlisted students if a spot becomes available. Similar to registrations, waitlisted students are accepted in the order their registrations are received.

**Payment:** Registered students must submit full payment by the Sunday prior to the second week of class instruction. For short-term classes or workshops, registered students must submit full payment 48 hours before the first day of class instruction. Any payment made prior to the open registration period will not secure earlier registration in classes.

If a student does not submit payment, the student will not be admitted into class, and enrollment will be nulled. Exceptions may be granted due to special circumstances; however, previous arrangements must be made with staff via [register@stagebridge.org](mailto:register@stagebridge.org) or (510) 210-3773.

Digital payments and checks are accepted, and digital payments are preferred. Stagebridge uses a secure portal for all debit and credit card transactions. Checks must be made payable to "Stagebridge" and be mailed to or dropped at 2501 Harrison Street, Oakland, CA 94612.

For information on financial assistance and payment plans, visit [www.stagebridge.org/pai-financial-assist](http://www.stagebridge.org/pai-financial-assist).

**Withdrawals & Reimbursements:** For students dropping a class, withdrawals must be made by the Sunday prior to the second week of class instruction. Students who have paid for the class can divert their tuition to any following session or can request a full refund. Class withdrawals made after this deadline will not be refunded and tuition credit cannot be offered.

For short-term classes or workshops, withdrawals must be made at least 48 hours prior to the first day of class instruction in order to receive a full refund. Any withdrawals made within the 48 hours prior and up to the start of any short-term classes or workshops will not receive a refund.

If Stagebridge staff cancels a class for any reason, students who have paid for the class can divert their tuition to any following session or can request a full refund.

Stagebridge staff have final authority in refunds and reimbursements.

# STAGEBRIDGE

UNITING THE GENERATIONS SINCE 1978

Withdrawals requests must be sent to Stagebridge staff at [register@stagebridge.org](mailto:register@stagebridge.org) or (510) 210-3773.

**Class Cancellation:** Stagebridge reserves the right to cancel a class if enrollment is insufficient, or for any other administrative reason. If a class is canceled, students who have paid can divert their tuition to any following session or can request a full refund.

**Add / Drop Period:** The first week of class instruction is an Add / Drop period; students are encouraged to register for any classes that interest them. Registered students must inform staff of class withdrawals by the Sunday prior to the second week of class instruction.

The Add / Drop period is only applicable to full-term classes during full-length PAI sessions. Short-term classes and workshops do not have an Add / Drop period. Rules for class withdrawals and cancellations are stated above.

**Fees & Discounts:** Class fees depend on class length, availability, amount of instructors, meeting times, and other factors. Stagebridge works hard to ensure that our classes are accessible and affordable while compensating instructors at a fair rate. Students concerned about class affordability should submit a financial assistance request at [www.stagebridge.org/pai-financial-assist](http://www.stagebridge.org/pai-financial-assist).

Discounts on classes are subject to availability. Discounts are not transferable and cannot be used in conjunction with other discounts, payment plans or financial assistance.

**Donations:** For donations, digital payments and checks are accepted. Checks should be made payable to "Stagebridge" and mailed to or dropped at 2501 Harrison Street, Oakland, CA 94612. Any donations should include "Donation" in the Memo line. Additionally, students must specify the donation amount if tuition payment is included in the same check. Any other online donations can be made at [www.stagebridge.org/donate-now](http://www.stagebridge.org/donate-now).

**Additional Assistance & Questions:** For general information, questions regarding registration, or to announce class withdrawal, students are encouraged to contact staff at [register@stagebridge.org](mailto:register@stagebridge.org) or the Digital Customer Service Line at 510-210-3773.

## Financial Assistance

**Stagebridge offers limited financial assistance for its Performing Arts Institute, dependent on the availability of funds.** Financial assistance priority will be given to new students and / or students who have not previously received financial assistance.

Financial assistance requests will be reviewed and approved by Stagebridge staff. Requests are accepted until two weeks prior to the first week of class instruction, unless stated. Students will be notified of their granted assistance one week prior to the first week of class instruction.

A complete financial assistance request includes:

1. A completed Registration Form for the upcoming PAI session at [www.stagebridge.org/pai-register](http://www.stagebridge.org/pai-register), and
2. A completed Financial Assistance Request form at [www.stagebridge.org/pai-financial-assist](http://www.stagebridge.org/pai-financial-assist).

# STAGEBRIDGE

UNITING THE GENERATIONS SINCE 1978

***Please ensure both forms are submitted. Incomplete financial assistance requests may result in delays in replies, approval and any related communication with Stagebridge staff.***

Some financial assistance awardees may be asked to complete a minimum of 10 hours of volunteer service to be completed prior to the following Performing Arts Institute session. Examples of volunteer service may include assisting during in-person events, making phone calls, delivering promotional materials to local community centers, assisting with fundraising, and other related jobs.

If Stagebridge is unable to offer financial assistance, flexible payment plans can also be offered.

If you have any questions, please contact Managing Director Elissa Glickman at [director@stagebridge.org](mailto:director@stagebridge.org).

## Terms & Conditions

**Liability:** By acknowledging that they have read our registration policy, students release Stagebridge from any liability in the case of injury or other harm incurred during class time, performances, or related activities. Students are required to acknowledge that they have read the registration policy during the class registration process. During registration, students must accept a waiver related to COVID-19 safety and participating in in-person classes or events with Stagebridge.

**Recording:** Video or audio recording (including taping, recording, photographing, screen capturing and other methods of capture) by participants for purposes other than instruction is prohibited without prior consent from the PAI Director and instructor.

**Media Release:** By registering for the Performing Arts Institute, students grant permission to Stagebridge to record in-class work or other items, hereinafter referred to as “Materials.” These materials may be used for Stagebridge’s website, newsletters, social media accounts, and any and all published materials.

Students also release Stagebridge, representatives, employees, managers, members, officers, parent companies, subsidiaries, and directors all claims and demands arising out of or in connection with any use of said “Materials,” including, without limitation, all claims for invasion of privacy, infringement of my right of publicity, defamation and any other personal and/or property rights.

Students also acknowledge and agree that no sums whatsoever will be due to Stagebridge as a result of the use and/or exploitation of the “Materials” or any rights therein.

**For further questions about Stagebridge’s registration policies or the Performing Arts Institute, contact staff at [register@stagebridge.org](mailto:register@stagebridge.org).**