

# THE ACTING SCHOOL OF SOUTH FLORIDA

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## Actor Enrichment Workshops Policies • 2014

### Changes in Policy and Course Schedule:

**The Acting School** reserves the right to combine, add, delete or change courses in order to insure the quality of our workshops. **The Acting School** also reserves the right to make changes in the faculty, school calendar and in any general or specific school/academic policies. All changes shall be announced.

### Payment: [Applies to all payments made to The Acting School]

Payment may be made in the form of cash, money order, personal check, Paypal or checks drawn on credit cards. The student must be paid in full prior to attending classes. By using a check for payment you agree to the following terms: In the event your check is returned or dishonored for any reason, you authorize The Acting School of South Florida, Inc. to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law (Up to 30.00)

### Refund/Credit Policy:

A full refund will be made to the student should The Acting School cancel the workshop. A partial refund equaling the amount paid minus an administrative fee of a 15% or \$100 [whichever is less] will be made, should the student withdraw from the program 72 hours prior to the start of the first meeting of the workshop. The student will receive a partial credit for the amount paid minus an administrative fee of a 15% or \$100 [whichever is less] if withdrawing at least 24 hours prior to the start of the first meeting of the workshop. If the student does not notify The Acting School within the 24 hour period, the student will not receive credit nor refund. Students receiving credit may apply the credit to another workshop. The Acting School will not refund the difference, however The Acting School will re-credit the amount of the difference. The student will have 1 year to redeem the credit, after which time it will be considered void. In the extreme event that The Acting School ceases operation before which the student has redeemed the credit, The Acting School will make every effort to notify the student of the company's closing and offer a final notice to redeem the credit.

All Weekend or One day special Seminars, Workshops and Master Classes require that payment in full be made 72 hours prior to the Workshop. Payments made through the use of PayPal Invoice, will follow the same policy as those paid by Cash, Check or Money Order.

### Pay Ahead Credits and Custom Price Workshop payments:

To take advantage of **The Acting School's** Multiple Discount offer, students may pay in advance of Workshops with a running credit account. **The Acting School** will keep a record of such payments and the student will receive a statement as credits are used. Custom Price Credits may be used ONLY FOR those workshops designated as "Custom Price Workshops". After payment of Pay Ahead or Custom price credits the student has 3 months to use the credits.

### Attendance:

To derive the full benefit of the workshops at **The Acting School**, it is essential that absences and tardiness be kept to a minimum. The classes are based on participation, therefore regular attendance is necessary to successfully complete the course. Each student's record of attendance and participation will be monitored and in cases of extreme absenteeism or tardiness, **The Acting School** may take disciplinary action.

It is at the discretion of the instructor to set attendance expectations.

There are no make-up classes, credits or refunds for time missed under any circumstances.

### Short Class:

If at anytime during the duration of the workshop enrollment drops below class minimum [usually 4], AT THE DISCRETION OF THE INSTRUCTOR, the class maybe called short of the pre-designated time period [usually 3 hours], provided the class meets a minimum of 2/3 of the pre-designated time. [usually 2 hours] The student will not be compensated neither with refund nor credit.

### Auditors:

Human auditors [Please NO PETS] are permitted to attend most *Actor Enrichment Workshops* as space permits and with permission of the instructor. Please contact the office for permission and an appointment.

### Student Rule of Conduct:

**The Acting School** students are to conduct themselves in a manner befitting a professional learning environment. All students must respect the rights of others. Our students are individually representative of **The Acting School** as a whole and therefore it is expected that behavior outside of the classroom as well as

in class, reflects that of professionals. **The Acting School** reserves the right to refuse admission or dismiss any student who is not in compliance with this *Rule of Conduct*.

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**Non-Discrimination:**

**The Acting School** is committed to equal opportunity in educational programs, admissions and employment. It is the policy of the school to provide equal opportunity for all qualified applicants, students and employees and to prohibit discrimination on the basis of race, color, gender, religion, national origin, age, sexual preference, dietary preference, political affiliation, agency affiliation, headshot photographer, physical disability or marital status.

**Sexual Harassment:**

**The Acting School** faculty, staff and students of the school shall not condone any actions which a reasonable person would consider as either gender discrimination or sexual harassment. Complaints of sexual harassment should be made to **The Acting School** Executive Director in writing. Every effort will be made to resolve problems on an individual basis. Any transgressions of this policy will result in prompt and appropriate disciplinary action.

**Alcohol/Drug Use:**

The unlawful possession, use or distribution of illicit drugs or alcohol by students and employees is prohibited. **The Acting School** is a drug free workplace as defined by federal regulation. Students or employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs will be subject to disciplinary procedure and, in addition may be subject to legal action. Any student under the influence on the premises will be asked to leave immediately. The decision of the Executive Director is final.

**Photographs:**

The Acting School of South Florida, Inc. reserves the right to use photographs and or video taken during courses or free time activities to illustrate its promotional material. [Brochures, Facebook, Twitter, and theactingschool.org] If a student wishes that his or her photo should not appear in this material, they may notify the school in writing. The photos have no commercial or contractual value and the student will not be compensated now or in the future.

**Disclaimer:**

The State of Florida prohibits any talent agent from operating a school and prohibits any school from acting as a talent agent or agency. Therefore, **The Acting School** provides no formal placement and receives no fees from opportunities that students or graduates may obtain from their association with **The Acting School**. **The Acting School** is classified by the State of Florida as *Exempt from Licensure* and must include the following statement in all published materials: All programs, workshops and seminars offered at **The Acting School** are intended for enrichment and are not designed to qualify the participants for employment in the entertainment industry. The completion of any class at *The Acting School* is not a guarantee of employment or representation.

**Office Rules and Procedures:**

The Administrative office is to be used by **The Acting School** staff and faculty only. Unauthorized entry and/or use of the office by any student or non-employee may result in disciplinary action.

**Student Dress Code:**

**The Acting School** faculty reserves the right to set specific dress code standards for class.

**Class Size:**

The number of students assigned to each class is based on a student/teacher ratio that is beneficial to the goals and objectives of that class. Classes will be structured so that student critiques are easily accomplished. Lecture classes may be larger.

I have read and understand the above policies and guidelines and agree to abide by them.

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Student name (*print*)

Student signature

Date