



## TERMS & CONDITIONS OF ATTENDING

### **Attendance and Payment to Classes**

- Classes take place once a week - All Class times and fees are outlined when a student joins Act4tv - these are also shown on our website
- Contact to Act4tv is via text or email – contact information for the tutor in case of non attendance to class is on the student section of the act4tv website – text to mobile is preferred – please do not misuse it.
- Fees are payable in advance and are non-refundable or transferrable- students need to commit - please note we do not encourage drop in and out paying for one month and missing the next unless there is a genuine reason (If you have a play tour or long rehearsal period for any production then please speak to your tutor- credits are given for performance work as long as it is communicated)
- Method of payment - fees must be paid in the 4 week sessions emailed to you in advance IN CLASS by Cash or cheque (made payable to act4tv ) receipts are available via the tutor on payment. Fees cannot be carried forward unless it is performance work which was not known about when payments made in class
- If you cannot make your class you may re-schedule to an alternative class within the week – Any re-scheduling is at the discretion of Act4tv and subject to availability.

- A period of 1 weeks notice is required should a student decide to leave Act4tv – this should be emailed to [info@act4.tv](mailto:info@act4.tv)
- Act4tv reserves the right to exclude members from classes at its discretion
- Act4tv reserve the right to make changes to the timetable and to the teaching staff as required
- In the event that Act4tv cancels a class – the payment for that class will carry forward
- Absence is to be reported to the tutor whose details are given at the start of the term - also c.c [info@act4.tv](mailto:info@act4.tv)
- It is your responsibility to ensure that your mobile, email and agent details are kept up-to-date with Act4tv
- Check and ensure that emails from Act4.tv are received and do not get sent to your “junk mail” on your computer or mobile phone
- *You are required to create a Casting Networks Profile for Act4tv (admin) – this is so your information will be on the system to film each class and upload it- information to help you to do this is on the act4tv website*
- It is also your responsibility to ensure that your details on Casting Networks UK are complete and up-to-date. You need a profile with your Agent also (if you have no agent then a profile as self represented is required)

- Your commitment to attend class is essential in helping to create the correct discipline to help with your success in your chosen career.

## **Responsibilities and Expectations**

*Aims – to establish a safe and encouraging learning environment and to ensure that the rights of ALL individuals are protected whilst at Act4tv.*

- Tutors should be able to perform their duties in an atmosphere of order and co-operation
- Mobile phones should be switched off in class
- All members should treat one another, tutors and property with respect
- All members should act and behave in a way which does not endanger, intimidate or interfere with the participation of others and conduct themselves in a friendly manner towards other members and tutors.
- All Students should respect others rights to privacy

## **Unacceptable Behaviour**

- Smoking, alcohol, non-prescribed drugs, offensive weapons and pornographic material are NOT allowed on the premises and must not be brought to Act4tv - Please note out of respect to others the use of E-Cigarettes in Class is also unacceptable
- Using language which is offensive, sexist or racist
- Fighting, bullying or any other forms of aggressive behaviour
- Behaving in a manner which is potentially dangerous to yourself or others and which damages or vandalises the property of others.

Your attendance to class means you accept our terms and conditions