

ARISE ACTING STUDIO POLICIES 2022-2023 SEASON

ENROLLMENT

Upon enrollment, the 'First Month's Tuition' and registration fee are due. While classes begin mid-August rather than the full month, if enrolling over the summer for the upcoming season, a full month's tuition and Registration Fee are due upon enrollment. The month of June will be prorated to accommodate our 38-week curriculum, though there will be a full month of classes in May. The 'First Month's Tuition' tuition and registration fees are non-refundable. Online enrollment is available for all introductory classes. If you would like to enroll in a class that requires an audition or an interview, you will need to contact the office. Please note your studio's contact information on our contact page. If at any time the class enrollment is too small, Arise Acting Studio reserves the right to cancel or combine that class with another appropriate class.

TUITION

In order for students to participate in any program offered at Arise Acting Studio, all paperwork must be completed and accounts must be current. Tuition is based on a 38-week calendar year. The only month that is prorated is June. The rest of the year, the tuition remains the same each month. There are no pro-rated rates for Studio Productions, Workshops or Private Lessons. Students do not receive pro-rated tuition for absences. There are no refunds of tuition payments. If for any reason management decides to refund your tuition due to extenuating circumstances, refunds may take up to 30 days and will be mailed to you in the form of a check minus a \$25 facilitation and processing fee. Studio classes begin Monday, August 14, 2023 and run through June 7, 2024. Enrollment is year-long and our curriculum is structured as such. If for any reason you need to drop class before the end of the year, please notify the office in writing prior to the first of the month to avoid being charged the following month's tuition.

PRIVATE INSTRUCTION MAKE-UP POLICY

We require a 24 hour cancellation notice for any missed lessons. Should you miss a private lesson without notice or notify the studio the day of, you will be charged for your private lesson. If you give your teacher at least 24 hrs notice, your lesson will be re-scheduled and made up. Only 3 lessons per semester will be eligible for a make-up.

Instructors may need to cancel the day of due to unforeseen circumstances (auditions, rehearsals, etc...). Should that happen, the instructor will either provide a substitute teacher or make every effort to make-up your lesson within the semester. After 3 attempts to make up a lesson, that lesson will be null and void.

AUTO PAY TUITION

All families must be enrolled in our Auto Pay System online. Your credit card/bank account automatically will be charged at the beginning of each month and you will not have to worry about dropping off a check or incurring any late fees. This allows for us to focus on instruction, artistic directing, planning and truly does save time, money and energy for everyone. Should you need to drop, your credit card will be removed from the system. Please see our policies regarding tuition and dropping class.

PAYMENTS

Tuition for classes is processed through our Online Auto Pay System. (Please see Auto Pay Tuition above)

We accept cash and checks at the studio for additional expenses such as t-shirts, travel costs, etc... ALL CHECK AND CASH PAYMENTS MUST BE PUT INTO AN ENVELOPE WITH THE STUDENT'S FIRST & LAST NAME WRITTEN ON IT AS WELL AS THE AMOUNT & WHAT

THE PAYMENT IS FOR. (Ex: Mary Smith - Acting Studio T-Shirt \$15) Please make checks out to "The Acting Studio."

REGISTRATION FEES

There is a \$40 Registration Fee for each family household. Your registration fee covers everyone in your house for the season. To complete your registration, we must receive 'First Month's Tuition' for the class(es) you intend to take as well as your registration fee in order to hold your place in the class(es).

LATE FEES & RETURNED CHECK FEES

Tuition is processed on the 1st of the month and is considered late after the 5th. There will be a \$15 late charge added to your account after the 5th if no payment has been received. For balances over \$100, an additional \$10 will be added to the initial \$15 late fee for each \$100 owed. NO EXCEPTIONS.

For additional expenses outside of tuition, there will be a \$25 charge for all returned checks. In the event that your check is returned, immediate rectification of the returned check amount and the \$25 fee is required in order for students to continue class (cash only). After 2 returned checks, payments must be in the form of cash, cashier's check or money order only.

ONLINE FAMILY ACCOUNTS & E-MAILS

Families have the ability to create and maintain their account through our online system. Once you have created your login user name and password, you will be able to view your contact info, view class schedules, view balances due and be able to enroll in classes. Families must have current credit card on file for Auto Pay Tuition in order to register. If you have any questions regarding your account, please contact the office. We will be e-mailing all statements and correspondence (class information, rehearsal schedules, etc...).

PLEASE MAKE SURE THAT YOUR E-MAIL IS KEPT CURRENT THROUGHOUT THE YEAR. IF YOU SELECT TO 'NOT RECEIVE E-MAILS', YOU WILL NOT RECEIVE IMPORTANT REHEARSAL SCHEDULES, CLASS INFORMATION, TOUR INFO, ETC...

FAMILY DISCOUNTS

Families will receive a 10% discount if more than one family member is participating in class. Family discounts do not apply to Studio Productions, workshops, costume fees, private lessons, Triple Threat travel expenses or any other fee outside of tuition.

ATTENDANCE & DROP POLICY

Attendance is taken in each class. Good attendance is expected of our students as absences not only affect the student's development, but they can hold back the entire class. There are no make-ups, refunds, credits or pro-rated tuition for missed classes. If you attend a portion of the month, you are responsible for the full monthly tuition.

Enrollment is year-long and our curriculum is structured as such. If for any reason you need to drop class before the end of the year, please notify the office in writing prior to the first of the month to avoid being charged the following month's tuition.

BAD WEATHER & HOLIDAYS

The studio will not necessarily close for bad weather. Many times the roads are safe by the afternoon. If in doubt, check the website. We will post whether class will be cancelled or not by 2:30pm. We do not prorate for bad weather. If class must be cancelled due to bad weather, a make-up class will be scheduled at the discretion of the studio. Multiple bad weather days may not be made up if they are excessive.

The Acting Studio is closed for the following holidays:

**We do not prorate for holidays as we are based on a 38-week schedule.

First Day of Classes August 14

Labor Day September 4
Thanksgiving Break Nov 20-24
Winter Break Dec 18-Jan 7
Spring Break March 11-15

CLASS OBSERVATION & STUDENT DROP OFF/PICK UP

During the first week of classes each month, parents are welcome to come to the last 15 minutes of class to observe. Observing inside the classroom at any other time is not allowed. Our studio is an intimate space. We do not have a lounge area for parents. We do have a student waiting area inside the door where students may wait for their class to begin or wait for their ride to pick them up. Students are required to check with a teacher before leaving the studio. If you arrange for an alternate carpool, please have the student inform the teacher at the beginning of class as a courtesy to the studio. Your child's safety is extremely important to us. For our younger students, an assistant teacher will stay with your child until your child is picked up.

OFFICE HOURS & TEACHER CONFERENCES

Office hours are listed on the website. If you need to speak with a teacher or the office outside of our office hours, please make an appointment. During class hours, the studio is not available for administrative assistance.

Our teachers are very willing to discuss your child's progress with you. However, during class or in-between classes is not the time. Please contact us if you would like to discuss your child's progress or if you have any questions and we will be happy to speak with you when we can give you our full attention.

STUDIO RULES & GUIDELINES

Our most important rule at Arise Acting Studio and that is to be respectful. We expect everyone to respect each other, respect the space and respect the work. Arise Acting Studio reserves the right to ask anyone to leave if they are not acting in the best interest of the studio, the students, teachers or staff.

LIABILITY & PHOTO RELEASE

I release and hold harmless Arise Acting Studio, it's owners, employees and contractors from any and all liability including personal injury. I also give Arise Acting Studio permission to use photographs and video for promotional materials, including, but not limited to: website, brochures, posters, advertisements and programs. I have read Arise Acting Studio Policies and agree to abide by all policies as stated.