

THE ACTING SCHOOL OF SOUTH FLORIDA • Pre-Enrollment Form

Please call our office prior to sending payment to ensure proper amount.

1. Print this page.
2. Read Policy Statement. Complete Name, Address, Phone Number Information.
3. Sign and Date at the bottom.
4. Submit with payment to: **The Acting School of South Florida**

**2640 Hollywood Blvd. #212
Hollywood, FL 33020**

After payment and Policy Statement has been received, you will be contacted to complete enrollment.

Changes in Policy and Course Schedule:

The Acting School reserves the right to combine, add, delete or change courses in order to support that approach. The Acting School also reserves the right to make changes in faculty, school calendar and in any general or specific school/academic policies.

Short Class:

If at anytime during the duration of the workshop enrollment or attendance 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 with either refund or credit.

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

Payment may be made in the form of cash, money order, personal check or checks drawn on credit cards.

The student must be paid in full prior to attending classes. **The Acting School** will accept payments, known as the "Pay Ahead Program". Operating much like a *lay-a-way* plan, the student makes payments toward the purchase of the class. Under no circumstance will the student be allowed to attend prior to payment in full. **The Acting School** may offer a discount for any workshop that is paid prior to one week in advance of the start of the first meeting of the workshop. The discounts will be advertised along with the price of the workshop and may not be used in combination with any other discount. Only one discount per workshop will be given. There will be fee of \$30 for any bounced checks and the balance due must be paid in full [the amount of the check plus \$30] in cash within 5 business days.

Refund/Credit Policy: Actor Enrichment Workshops

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. This policy also applies to "Pay Ahead" plan participants. 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.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): _____ Email: _____

I have read and agree to the above policy statement.

Signature _____ Date _____