

ACTORS CIRCLE THEATRE

7313 Santa Monica Blvd. Los Angeles, CA 90046
(323) 882-6805

Pre-Reg?

Deposit \$ _____

DATE: _____ SEMESTER: Winter _____ Spring _____ Summer _____ Fall _____

****ALL STUDENTS MUST FILL IN ADDRESS AND PHONE NUMBER TO ENSURE LEGALITY OF DOCUMENT****

Name _____

Address (check if new) _____

City _____ Zip _____

Hm.# () _____ Wk.# () _____

Cell.# () _____ E-mail _____

TECHNIQUE I	Tuesday	1pm-3pm	\$710.00	<input type="checkbox"/>
TECHNIQUE II	Tuesday	1pm-3pm	\$710.00	<input type="checkbox"/>
TECHNIQUE I	Tuesday	6pm-9:30pm	\$710.00	<input type="checkbox"/>
TECHNIQUE II	Tuesday	6pm-9:30pm	\$710.00	<input type="checkbox"/>
COLD READ/SHAKES	Mon./Wed.	4pm-5:30pm	\$710.00	<input type="checkbox"/>
SCENE STUDY (Beg.)	Mon./Wed.	6:30pm- 8:30pm	\$710.00	<input type="checkbox"/>
SCENE STUDY (Ad.)	Mon./Wed.	8:45pm-10:45pm	\$710.00	<input type="checkbox"/>

PLUS (Check all applicable)

SPLIT PAYMENT FEE + \$50

SETUP FEE (One-Time/New Students Only) + \$50

TOTAL TUITION (must be filled-in) \$ _____

***** NOTICE TO THE BUYER:** Do **not** sign this agreement **until you have filled in your personal information, total tuition and read the terms and conditions** stated on page two of this contract, or if it contains any blank spaces. Under law you are entitled to a completely filled in copy of this agreement. *******

I, the undersigned, agree to the terms and conditions of this legally binding contract

X.....(student) X.....(witness)

(This form is legally binding when signed by student and accepted by institution.)
A.C.T. is a non- participant in the Student Tuition Recovery Fund (STRF).

TERMS AND CONDITIONS

(Please read and sign all before signing front)

Purchaser/ enrollee agrees to pay ACTORS CIRCLE THEATRE SCHOOL, hereafter called **ACT**, at their offices at 7313 Santa Monica Blvd. in West Hollywood, CA the FULL PAYMENT of courses enrolled in. The complete payment is due no later than the second week of class. **[Students wishing to utilize the split payment option must read and sign the "Split Payment Plan" section of this document in addition to reading and signing all other pages of this document.]**

There is a fifty dollar non-refundable one-time only registration fee for all new students. All returned checks are subject to a \$ 20.00 service charge, and all further payments must be made either in cash or with a money order.

- **CEC * 94812:** Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first class or session of instruction. [This provision does not apply to correspondence schools or other distance-learning programs.]
- Any notification of withdrawal or cancellation and any request for refund **must** be made **in writing**.
- **CEC * 94822:** An institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for instructional charges, less a reasonable deposit or application fee not to exceed \$100 , if notice of cancellation is made prior to or on the first day of instruction. An institution shall advise each student that any notification of withdrawal or cancellation and any request for a refund is required to be made in writing.

ATTENDANCE POLICY

- * A student is allowed 2 unexcused absences. On the third unexcused absence the instructor has the option of expelling the student from class in which case no refunds are given and the student is responsible for the balance of his or her tuition. The only absence which is considered excused is professional acting work or an audition for **AFTRA, SAG or EQUITY** jobs only.
- * A student with an unexcused absence in Scene Study class **cannot** work the following class.
- * A student who cannot stay for the entire class period may not work that day.
- * If a student misses class for any reason the class may be made up **only** at the discretion of **ACT**.
- * All legal holidays will be observed and not made up.

REFUND POLICY

TECHNIQUE I, II, COLD READING STUDENTS - READ AND INITIAL BELOW

A student enrolled in Technique I, Technique II, or Cold Reading classes shall receive a full refund of tuition (not including a \$50 application fee) only if the student withdraws from class **in writing and prior to the end of the second week of class**. The refund will be returned within 30 days of the date **ACT** receives the **written notice** of withdrawal. If a student's notice to withdraw is not in writing or, if it is received by **ACT** after the end of the second week of class, absolutely no refund will be given.

Student Initials _____

ALL SCENE STUDY STUDENTS - READ AND INITIAL BELOW

A student enrolled in Beginning Scene Study or Advanced Scene Study classes shall receive a full refund of tuition (not including a \$50 application fee) only if the student withdraws from class **in writing and prior to or on the first day of class**. The refund will be returned within 30 days of the date **ACT** receives the **written notice** of withdrawal. If a student's notice to withdraw is not in writing or, if it is received by **ACT** after the first day of class, absolutely no refund will be given.

Student Initials _____

CREDIT FOR ABSENCE AS A RESULT OF PROFESSIONAL ACTING WORK

If a student receives professional acting work which prevents him or her from completing the class, the unused paid portion of class tuition will be credited and applied to further study at **ACT**. When the student returns the balance must be paid in full by the second week of the returning quarter.

FINANCIAL POLICY

Conditions, Rules, Regulations

1. REGISTRATION FEE

There will be a non- refundable one time registration fee of \$50.00 to all new students.

2. SPLIT PAYMENT

A split payment plan is available to all students. In the event that a student chooses to take advantage of the split payment plan, a \$50.00 split payment fee will be added to student's tuition. A student may avoid the \$50.00 split payment fee if he or she pays off the entire balance of the tuition by the end of the second week of class, **not the second week of attendance but the second week of the quarter. A \$50.00 split payment fee is automatically added to any tuition that is not paid in full by the second week of class.** If the half of the tuition payment is not made by the third week of the enrolled quarter the purchaser / enrollee will not be able to attend class until payment is made. Entire tuition must be paid by the purchaser / enrollee by the 9th week of class.

3. LATE PAYMENTS

If payments are not made by due dates (LISTED on pg. 3 above), purchaser /enrollee will be asked to leave class until payment is made. Only two unexcused absences are allowed. On the third unexcused absence the instructor has the option of expelling the student from class in which case no refunds are given and the student is responsible for the balance of his or her tuition. **LATE FEES ALSO APPLY.**

4. LATE FEES

- A late fee of \$20.00 will be added to all accounts which have not received payment by the end of the second week of the quarter. **This includes post-dated checks.**
- A late fee of \$20.00 will be added to a split payment account for each payment not received by the time listed on pg. 3 above. **This includes post-dated checks.**
- A late fee of \$20.00 will be added to any account that is not closed by the end of the quarter.
- Be aware there is a potential of \$80.00 in additional late fees each quarter a balance is outstanding.

5. RETURNED CHECKS

All returned checks will be charged \$20.00. If a check is returned more than once, there will be a charge of \$20.00 for each time the check is returned. If a student issues a check to Actors Circle Theater School which is returned, all further payments to A.C.T. School must be made in cash or by money order.

6. DELINQUENT ACCOUNTS

Payment plan will **no longer be available** to students with an outstanding balance at the end of the quarter. Once purchaser / enrollee returns **they must** pay any outstanding balance and tuition of the quarter attending up front and in full.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTOOD THE ABOVE AND AGREE TO ALL CONDITIONS, RULES, AND REGULATIONS AS STATED IN THIS DOCUMENT.

.....(Signature).....(Date)

SPLIT PAYMENT PLAN

A split payment plan is available to students. The fee for the plan is \$50. Students wishing to utilize the split payment plan must read this page and sign with their social security number below. ***Exception:** Students who have previous outstanding balances with **ACT** are not eligible for the Split Payment Plan. Any outstanding balance must be paid in full before student is allowed to enroll at **ACT**, and balance for the current quarter you are enrolling in must be paid in full.*

FIRST SEMESTER (NEW) STUDENTS

2 PAYMENTS

First payment of \$ 405 is due on the first day of class.

Second/final payment of remainder of balance is due by the end of the 6th week of the quarter.

RETURNINGSTUDENTS

3 PAYMENTS

First payment of \$ 350 is due by the end of the 2nd week of the quarter.

Second payment of \$ 250 is due by the end of the 5th week of the quarter.

Third/final payment of remainder of balance must be paid by the end of the 9th week of class.

LATE PAYMENTS

ANY LATE PAYMENT will result in a \$20 late fee. In addition, student will not be allowed in class until current payment due is made.

I, the undersigned, understand that there is a \$50.00 split payment fee and that all late payments are subject to a \$20.00 late fee.

STUDENT SIGNATURE _____ **Date** _____

SOCIAL SECURITY # _____

ACTORS CIRCLE THEATRE PERFORMERS RELEASE FORM
DANCERS/SINGERS/ENTERTAINERS/ACTORS/WORKERS/STUDENTS

I, _____, do hereby release **ACTORS CIRCLE THEATRE**, Arthur Mendoza, all teaching assistants, theatre managers, it's owners, officers, partners and employees from any and all claims, losses, actions, or damages including attorney fees that I might have now or in the future, for any injuries physical or emotional or damages or losses arising out of any manner resulting from my performance, rehearsal, classes or any other type of use of any areas of the building at 7313 Santa Monica Blvd., Los Angeles, CA 90046 also known as the **ACTORS CIRCLE THEATRE** or **ACTORS CIRCLE THEATRE SCHOOL** or **ACT**.

I also understand that this event/show/performance/class may be videotaped by independent contractors and that **ACTORS CIRCLE THEATRE, ARTHUR MENDOZA, and all teaching assistants, theatre managers, and ACT's owners, officers, partners and employees** are not liable for any claims, losses, actions or damages including attorney's fees that might result from this filming.

I also understand that as an independent contractor I am not covered by Workman's Compensation as may be required by the laws of the state of California.

PLEASE SIGN NAME _____

PLEASE PRINT NAME _____

DATE _____

CALIFORNIA STATE REGISTRATION NOTICE

• “We are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.”

• “Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Post secondary and Vocational Education in the Department of Consumer Affairs, 400 R Street, Sue. 5000 Sacramento, CA 95814,(916) 445-3427.”

.....(Signature).....(Date)