SCHOOL OF PERFORMING ARTS
ACTING STUDIO ENROLMENT TERMS AND AGREEMENT

Course Attendance
Participants are required to attend a minimum of 80% of classes in each term in order to continue. If a student is unable to attend, they must inform the Course Coordinator at least half an hour before the commencement of class. Extenuating circumstances will be considered on the presentation of a medical certificate or other appropriate documentation. It is not possible to make up classes that have been missed.

Dates
Term dates are subject to change; notification will be given in advance.

Leave of Absence
Students may seek Leave of Absence in the event of health, financial and personal difficulties, or for other acceptable reasons. To be eligible, you must normally have completed one term of the Acting Studio. Applications for Leave of Absence must be submitted in writing within the first three weeks of any term. After a period of Leave of Absence a student may only rejoin the course at the beginning of a term. Position transfers to subsequent Acting Studios are subject to availability.

Payments
Fees must be paid in full as per selected Payment Option before participants can commence class.

Cancellation and Refund Policy
The School of Performing Arts reserves the right to cancel any course in which case fees will be refunded in full.

Participant Cancellation
Payment Option 1 & 2: If cancellation is made prior to the commencement of the semester (comprising two terms) 20% of the fee will be retained to cover the administration expenses. No refund will be made if the semester (comprising two terms) has begun. Payment Option 3: If cancellation is made prior to the commencement of the term 20% of the fee will be retained to cover the administrative expenses. No refund will be made if the term has begun.

School of Performing Arts Responsibilities
• To provide high quality teaching. When, due to unforeseen circumstances a teacher is unable to attend class, every reasonable effort will be made to replace the teacher with a staff member of similar calibre.
• To acknowledge and respect the emotional, psychological and physical integrity of students and staff within the context of the role-playing self and the non role-playing self.
• As far as practicable, to deliver classes according to the course outline.
• To provide an environment that is free from sexual harassment and discrimination.
• The School of Performing Arts reserves the right to make amendments to its programs without notice.
• Tutors reserve the right to request a participant to leave the class if they are consistently late or disruptive to the progress of other participants.

Student Responsibilities
• To be punctual for classes and to complete tasks set for homework.
• To acknowledge and respect the emotional, psychological and physical integrity of fellow students and staff within the context of the role-playing self and the non role-playing self.
• Work may at times require close physical and emotional proximity via role-playing.
• To behave in a manner considered reasonable by the Faculty. This is, to behave in a manner that does not interfere with the orderly conduct of any program or activity administered by the
• Faculty, or threaten, intimidate or threaten to intimidate the professional or personal rights and welfare of students or members of Faculty staff.