

# LOUISE LASSER ACTING STUDIO

## Class Information & Policies\*

### Payment:

- Payment for class is due monthly, payable on the first regularly scheduled class of the month.
- The class fee is \$300 a month.
- A month is defined as the 8 classes within a respective calendar month. There is no extra charge for a 9<sup>th</sup> class for those months that have that total of combined class days.
- Students who begin in the middle of the month will receive a prorated fee for their 1<sup>st</sup> month only. Prorates are not available beyond the initial month.

### Attendance:

- Attendance of all classes is required.
- It is the responsibility of the student to notify the studio of any forthcoming absence at least 24 hours in advance of the that absence be necessary.
- Refunds and/or compensation of time will not be granted to students on the basis of absence regardless of notification.

### Class Cancellations, Teacher Absence & Compensation:

- It is the responsibility of the studio to notify all students of any forthcoming cancellation a minimum of 24 hrs. prior to cancellation. Instances of emergency or illness may be the exception.

-Students will be compensated for classes missed as the result of cancellations in class time equivalent to that of the time lost as the result of cancellations.

-This can be achieved, employing one of three methods listed below.

-Students are not guaranteed monetary compensation for cancellations.

1. *A make-up class, wholly separate from regularly scheduled classes can be held.* The date and time of these classes will be established with a consideration of the scheduling needs of all participants. However, the final scheduling decision resides in the studio and students who are unable to attend will not be compensated for that time.

- Make-up Classes may be held in the month subsequent to that in which the cancellation occurred.
- Students who leave the class prior to the make-up class will not be compensated for that class.

2. *Regular classes can be extended in length* until a time has been reached equivalent to that of the time missed as the result of a cancellation. EG. 3 regularly scheduled classes will be extended by one hour to compensate for one cancelled class.

3. *The class can be assigned a substitute* on the occasion of the teacher's absence.

-The choice of method is subject to the discretion of the studio whose decision will be based on the circumstances at the time. While Student are not guaranteed monetary compensation- The studio reserves the right to offer as compensation a monetary refund in the amount equivalent to the time missed as the result of a cancellation

### Dismissal:

- The studio reserves the right to dismiss any student and terminate his/her status as a student at any time.
- This student will receive a refund for the those classes remaining in the month in which termination occurs and which the termination prohibits the student from attending.

\*All items are subject to change. It is the responsibility of the studio to notify all students of any and all changes in policy

