

# Kids Class Policy

## 1. INCLUDED IN INTENTIONAL ACTING TUITION

- Phone coachings for auditions and career consultations
- Headshot, Reel, and Audition Tape Review
- Ten-minute limit. Subject to availability.

## 2. PAYMENTS:

- Payments for class cannot be made at class.
- All payments are due on the 25th of the month prior to the month of class via PayPal auto-withdrawal.  
For example: Payment Due Date: February 25th for March classes.
- When there are 5 Saturdays in the month, the monthly PayPal auto-withdrawal will be \$375.00.
- When there are 3 Saturdays in the month, the monthly PayPal auto-withdrawal will be for \$225.00.

## 3. COMMITMENT:

An initial commitment of six months is required. After the three month period, the child's acting work and commitment will be assessed by the teacher. You will then be either asked to continue to participate in the class or be asked to leave.

## 4. REFUNDS

You may cancel this contract and obtain a full refund, without any penalty or obligation, if notice of cancellation is given, in writing, signed, dated, and postmarked within ten (10) business days from the start of the first session. Electronic notifications WILL NOT be accepted. In all other cases there are NO REFUNDS OR CREDITS.

## 5. MAKE UPS:

There are NO MAKEUPS. We have one class at this time and cannot offer make-ups.

## 6. SCHEDULE CHANGES:

Intentional Acting's goal is for our actors to be in class on a regular basis and to book jobs and work on set.

- Absences due to an audition or booked work on set will be handled on a case by case basis.  
You must email [Loren@IntentionalActing.com](mailto:Loren@IntentionalActing.com) at least 24 HOURS BEFORE class for auditions to receive a credit that will be applied to the next month's classes.
- For absences due to personal reasons email [IntentionalBookkeeper@gmail.com](mailto:IntentionalBookkeeper@gmail.com) BEFORE the 25th of the month and the student's next month's invoice will be prorated at a \$75.00 per class basis.

## 7. CLASS CANCELATIONS:

Student must email [IntentionalBookkeeper@gmail.com](mailto:IntentionalBookkeeper@gmail.com) by the 4th of the month, 21 day notice, to cancel their space in class and/or to stop auto-deduction from a credit card. After the 4th, the student will be responsible for the next month's tuition.

**Do you agree with the policies?**

yes  no

**Please type your initials to agree.**

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