



## FALL 2009 POLICIES

***ACT TWO is a not-for-profit, tax-exempt, educational institution, which does not discriminate on the basis of race, color, ethnicity, gender, disability, or sexual orientation.***

### Payments

- **CLASSES & PERFORMANCE COMPANIES:**
  - Full payment for classes is due upon submission of registration form. If full payment is not made at that time, Act Two reserves the right to not include the student in the class.
- **PRODUCTIONS:**
  - Audition fees may be charged, will be announced in the audition call, and are non-refundable
  - Full payment for production fee is due at the parent meeting. If full payment is not made at that time, Act Two reserves the right to replace the student with another cast member.
  - The amount of the costume fee will be announced in the audition packet and at the parent meeting. Costume fees can be paid at the time of the parent meeting or any time prior to the 3<sup>rd</sup> rehearsal.
- **LESSONS:**
  - Please see lessons cancellation / payment policy below.

### Refunds

- **CLASSES & PERFORMANCE COMPANIES:**
  - **Prior to September 15, 2009:** 90% Refund, less \$35 processing fee
  - **September 15, 2009 and after:** Refund Available only for Medical Reasons. See Company Manager for required documentation
- **PRODUCTIONS:**
  - Prior to the second rehearsal, Production Tuition is refunded at 60% less a \$35 processing fee. Request must be in writing and submitted prior to second rehearsal.
  - After the second rehearsal has started, Production Tuition is refundable only for medical reasons. See Company Manager for required documentation
  - Costume Fee is non-refundable.
- **PRIVATE LESSONS:**
  - Tuition: The cost of private half hour lessons must be paid monthly in full at the beginning of the first lesson of each month. Monthly tuition is as follows:
    - Tim Ballard
      - Half hour private voice lesson, weekly - \$180/month
        - Offered for grades 6 – 8 only
      - Full hour weekly voice lesson- \$300/month
    - Kevin Kuchar
      - Full hour weekly acting lesson - \$60/week

- Missed lessons:
  - If a student cancels a lesson more than 24 hours in advance, the lessons may be made up at the availability of the instructor.
  - If a student misses or cancels a lesson within 24 hours prior to the lesson, the lesson is not made up.
  - If an instructor cancels at any time prior to the lesson, the lesson will be made up (or refund / credit offered)
  - Act Two and the instructor reserve the right to provide a substitute instructor without notice.

### **Returned Check Fee**

There is a \$35 returned check fee.

### **Late Registration**

Registration ends by the third week of the semester (September 25, 2009) Students may join after this date on a space available basis and at the discretion of the instructor. Tuition will be prorated accordingly. (This does not apply to Show Choirs, Ensembles, or Productions: in the event of late registration, full tuition is due). See Company Manager for details.

### **Class Confirmation**

Once the registration form is submitted, an e-mail will be sent to the listed e-mail address, confirming enrollment in the class.

### **Attendance/Make-up Policy – Classes**

Act Two will cancel any class with insufficient registration and tuition will be refunded in full. We do not guarantee that classes cancelled due to circumstances beyond our control (i.e., weather) will be made up; no refunds will be issued. We do not offer make-up classes due to a child's inability to attend.

### **Instructor Substitution**

Act Two reserves the right to substitute an instructor (temporary or permanent) at any time during the semester.

### **Holiday and Inclement Weather**

A Holiday schedule will be distributed and posted. If Montgomery County Public Schools (MCPS) closes (full day or closes early) due to inclement weather (notices are made on WTOP 103.5 FM), then Act Two will close. If MCPS is on a delayed opening, then Act Two will operate as normal.

### **Photography and Videography**

Any pictures or videos made of classes, rehearsals, or performances are for private use only.

### **Release Agreement**

By registering a student in any class, production, ensemble, or other program, the student, and the parent or guardian of a minor student, releases Act Two Performing Arts, Inc. ("Act Two"), its officers, directors, agents, employees, and all persons working in concert with it, from any and all costs, claims, damages, losses, and other expenses or liabilities of any nature whatsoever (including, without limitation, attorneys' fees) that may arise as a result of or in connection with the student's participation in Act Two's programs, classes, and/or productions. In addition, by registering a student in any class, production, ensemble, or other program, the student, and the parent or guardian of a minor student, authorizes Act Two to administer first aid and necessary medical treatment for the student.