



Policies & Procedures

Here, at Acting Pros, our mission is to prepare you to work professionally and feel happy and confident doing it! The following guidelines have been established in order to maintain a disciplined and healthy decorum for our studio. It is essential that we all adhere to these rules as they serve to create a harmonious environment for all of us to thrive in. Please be aware that if your conduct is not in alignment with these policies and procedures you will be asked to leave the program.

Professional Conduct

Acting Pros is a nurturing studio, training you to work as professionals. Therefore we expect every student acts like a professional in all aspects of class. We have ZERO tolerance for harassment of any kind. Anyone behaving in a way that may cause harm or distress to students or staff will be asked to leave the studio and will *forfeit* their tuition.

Tardiness

The purpose of the Audition Game classes is to recreate the audition experience. Tardiness is not tolerated in real auditions or sets, and it is not acceptable here. Use the time others are taping to better prepare your audition, just like you would in a real waiting room. Once the last person present is done taping the audition portion of the class is over. Be on time!

Absence

We understand it is sometimes necessary to miss class for auditions and acting jobs, that's what we're here for after all! **If you can't make it to class BECAUSE OF AN AUDITION OR BOOKING, email lilach@actingpros.com** as soon as possible. If you have the ability to be present for at least part of class we encourage you to do so. Just let your instructor know you will be coming late or leaving early. Other than acting or health related conflicts all students are expected to stay for the full class. Casual comings and goings are not tolerated. Class is at the same time every week, work your personal schedule around it.

Make Ups

There are no refunds for missed classes. If you have an excused absence that forces you to miss class you might be able to join another class time *in the same week* in order to make up the material. All class changes must be approved by Lilach first.

If you are forced to miss the entire week or cannot attend a different class time, you can schedule a private make-up lesson with your instructor for \$50/hour.

Emergencies and extenuating circumstances

Life happens, we get it. If you are dealing with an emergency or extenuating circumstances, talk to your instructor and we will try to find a solution. Decisions in these cases are up to Acting Pros discretion.

Preparation

What you get out is what you put in. Come to class focused, prepared and ready to work. Nothing less is expected of you in the professional world and that is the standard we are going to hold you to. Working/rehearsing on your own time is an important part of the process, just like it is for real auditions. Your commitment level to this work is essential to keep up with and excel in our program.

Liability

If you are injured while taking class at Acting Pros, you agree that you will not hold Acting Pros liable for any injuries or damage that may occur. If you break any Acting Pros equipment you are responsible for reimbursement or replacement.

General Rules

- Only water allowed in the classroom.
- Silence your cellphones, even in the waiting area.
- Please be respectful to your fellow students and maintain a quiet environment while others are taping.
- Your help is expected to clean up at the end of class.

I, _____ [please print your name]

HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE GUIDELINES SET FORTH BY ACTING PROS.

MY SIGNATURE BELOW STATES THAT I WILL DO ALL WITHIN MY ABILITY TO BE A PROFESSIONAL AND RESPECTFUL STUDENT AND FOLLOW THE AFOREMENTIONED GUIDELINES. I UNDERSTAND THAT FAILURE TO FOLLOW THESE GUIDELINES MAY RESULT IN MY TERMINATION FROM THE STUDIO AND LOSS OF ANY PAID TUITION.

PLEASE SIGN HERE _____

DATE _____