

## TERMS AND CONDITIONS OF THE FOUNDATIONS COURSES

### Professional Conduct

- The Actors Centre reserves the right to refuse or withdraw applications from the Foundations workshops.
- Violence, abuse or harassment of any form – verbal or physical, damage to equipment or premises or any form of illegal activity will not be tolerated on the premises. Anyone engaging in any such activities will be asked to leave the workshop and no refund of workshop fees will be given.
- Participants attend workshops at their own risk. Please note the Actors Centre cannot provide storage for personal items.
- The tutors have the right to remove individuals from classes where their behaviour is deemed to be detrimental to the quality of the session.
- Please arrive on time for classes as latecomers may not be admitted.
- The Actors Centre makes every effort to ensure that details about classes are correct, but we reserve the right to make changes without notice.
- Food or drink may not to be consumed in any studios.

### Payment, Fees and Cancellations

- Payment must be by cash, credit or debit card only. The Actors Centre does not accept cheques.
- Workshop costs cannot be refunded. Cancellation of a place on the course must be done at least three working days before the course commences, whereupon you will be offered to move to an alternative workshop. Any cancellations after this time will not be offered an alternative workshop.
- If you cannot attend a class you must call reception on 020 3841 6601 so that the tutor can be informed.