



Acting & Filmmaking Institute

ACTING CLASSES • PRIVATE COACHING • FILMMAKING WORKSHOPS

ACTING CLASS POLICIES:

- Please be on time – that means being in your seat, sitting and quiet, 15 minutes prior to class starting.
- If you are going to be late, or cannot attend class for any reason, please give notification with as much advance notice as possible to the class liaison or at (323) 988-1175 or info@studiocartists.com.
- Please be prepared for class. Respect the work of others by giving your full attention and staying until the end of class, unless previous arrangements have been made with the teacher or assistant.
- Do not enter class while work is in progress. Please wait until the class liaison admits you into the room.
- It is expected that all students honor one another's privacy, regarding personal matters presented in the class, per the Safe Space Agreement each person signed when they joined Studio C.
- Studio C does not tolerate racial, sexual, or religious harassment of any kind – students exhibiting this type of behavior will be asked to leave.
- The use of weapons, including real firearms used as props, is strictly prohibited. Any student who brings a weapon to class will be asked to leave.
- Food & drink that you bring for yourself is allowed in the lobby, but not in the classroom - please be considerate of others, and clean up after yourself, throwing away your trash in the receptacle provided in the room. Water only is permitted in the studio itself. Food and beverages, including water, will not be provided – please bring your own. The kitchen area is for office use only – do not ask the teacher if it is permissible to put away or get something out of the kitchen.
- Under no circumstances should a student request the use of an item or object that is part of the office space – this includes asking for glasses, plates, utensils, or even water (to use for eating and drinking) or asking to use a personal item as a prop for classwork.
- Please turn off all cell phones during class. Texting during class is not only rude – it is not allowed.
- Smoking is allowed only outside the building.
- Parking is available on the street only.

TUITION:

- Tuition is due prior to the beginning of the first class of each month. If tuition is not paid, you will not be admitted to class. Post-dated checks will not be accepted, except under special circumstances, and must be approved ahead of time by the teacher.
- No make-ups or refunds are given.
- Tuition will not be pro-rated (unless necessary on Studio C's part due to illness or holidays) due to missed classes in a given month. If you miss a class, it is just missed.
- Tuition is subject to increase, as posted by Studio C.
- Students grandfathered in at an old rate will be bumped up to the new pricing once they take a break from class and then return (even if just one month) – grandfathered rate only applies to students continuing classes on an on-going monthly basis.
- Current students are welcome to sit in (audit) any regular classes at the studio at any time at no additional cost. (This does not include special workshops with guest teachers.)
- Monthly tuition is based on a four-week month, regardless of the number of classes in the month.
- Students are accepted to join the class based on an audit or interview – or through private coaching.

The class fees are as follows:

- First class is \$275. Additional classes are \$50 more per class. (Does not include certain special workshops.)

PAYMENT ACCEPTED VIA CHECK, CASH, VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, AND PAYPAL.





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ONLINE RESOURCES

Studio C Artists Website – <http://www.studiocartists.com>

Class/Client Tools Page – http://www.institute.studiocartists.com/act_tools.html

We've put up a tools page on our website (under "Resources") for any of our students or clients. You can also find the Studio C calendar, make a payment via PayPal, see a list of referrals for photographers and other services, discover where to find scripts, and get the latest class lists and documents. Some of the private information is password protected. Student access is as follows:

Username: class
Password: student

We will update the paperwork from time to time, so feel free to always check back on the website for the most recent documents.

Studio C Artists Mailing List:

We send out a regular newsletter to keep our students and clients up-to-date with the latest goings-on around Studio C. Be sure to sign up for it and stay informed – go to the link below.

<http://www.studiocartists.com/maillinglist.html>

Studio C Artists On The Web:

Stay in the loop – Join us on the web and become part of our social network. Whether you like Facebook, Twitter, MySpace, Plaxo, or even just reading blogs - we've got you covered. You can connect to us - and keep up with information about classes, details about our current productions, and even up-to-the-minute casting notices. Just click on the buttons below - which you'll find on every page of our website as well.



Studio C Artists E-mails:

John Coppola: john@studiocartists.com
Michael Sonntag: michael@studiocartists.com



STUDENT INCENTIVE PROGRAM

We have set up a program at Studio C to reward students who refer more clients to us. We feel that if you help us – we should help you. Here's how it works:

We have simplified our program. Basically, for each student who you refer to us (who signs up for a class for at least one month) – you get a \$100 credit.

Feel free to use this credit however you see fit. You can apply it to classes, coaching, workshops, etc. You can keep a balance with us – and apply it all at one time if you like – we'll keep track of it for you. The only rule is that once you stop studying at Studio C (even if for one month), your balance will drop back down to zero, and you lose any unused credit you may have.

If you have any questions about the program, please speak with your class liaison.

Thank you!