

Online Classes Terms & Conditions

Please read the online terms and conditions before registering and purchasing online classes. By registering for an online class you are confirming that you agree to be bound by the class Terms and Conditions, which are designed to protect both student and tutors. Classes are provided by a collective of fully qualified tutors on behalf of Class Act Drama Centre. Courses are open to International students and subject to UK law.

1. Registration

1.1 To begin online classes students will need to complete an online registration form in which they will agree to abide by the class guidelines, with full permission to take part in classes from their parent or legal guardian. During registration a student agrees to inform a tutor if they need any further assistance in the respect of special educational needs. Tutors will keep this information in the strictest of confidence in line with our GDPR policies.

2. Class Guidelines & Expectations

2.1 Within each class a reminder of class guidelines and positive online behaviour will be available to the student.

2.2 Tutors will strive to create a positive and inclusive environment during their class interactions and will expect participants to do the same. Tutors will act as the class moderator.

2.3 If students do not follow class guidelines they will politely be reminded to do so. If guidelines are repeatedly not respected then a tutor reserves the right to deny access to a student.

2.4 Email correspondence will only take place directly with parents & legal guardians.

2.5 Short fun assignments are not compulsory, young people can still participate and access all other class materials without submitting assignments.

2.6 If tutors need to supply feedback they will do so on Tuesdays before 6pm.

2.7 Due to safeguarding no live video sessions are scheduled.

2.8 A student may decide to be placed in group or private access class. In either case a student will be reminded to never share their personal details or that of any other with any third party outside of the class, including class codes and class materials.

2.9 Students of a similar age and proficiency will be grouped together in maximum groups of 6, if they are concurrently registered.

3. Class Access

3.1 Access to the course will be granted in the form of a code that is accessible via Google classrooms at classroom.google.com. Tutors reserve the right to change the teaching platform

should Google classroom experience any technical difficulties.

3.2 Codes are released once weekly by email to the student's parent or legal guardian on Saturdays before 5pm. Google classroom is a free application online details of how to access and download the app will be provided to students within their first class details email.

3.3 Classes are self-paced with no specific timetable for study, there are no specific dates for deadlines for the submission of short assignments. The student can plan their studies according to their own convenience and can submit an assignment when they are ready to do so, providing they are completed within a 6-month period from the date of registration.

3.4 Class codes can be accessed for the first Saturday class after registration and payment is received.

3.5 Continued access- If a student wishes to continue classes after a month or three months of access, they are most welcome to do so upon request and given priority placing. Class content is not repeated in such circumstances and access to new class content is provided.

4. Class Content & Structure

4.1 Tutors reserves the right to teach course content in a way that they deem effective, provided the methods used still meet the advertised description for that course.

4.2 Fees cover:

- Access to all course units online and use of software
- Email support from your assigned tutor
- Written tutor feedback to a series of short assignments
- Access to the full course for an agreed amount of time.

4.3 Class Content Covers: Stage Technique, How to become a better performer, Theatre History, Acting Technique- Film, TV & Theatre, Script work, Improvisation and more. Content is compatible with GCSE & A 'Level syllabuses. Classes are taught in a specific order at the tutor's discretion.

5. Class Content & Guarantees

5.1 Tutors agree to provide online courses with reasonable care and skill.

5.2 Class content is provided as Instructional Videos, Short fun assignments, Acting Exercises, Reading materials, Audio instruction, Written tutor feedback.

6. Payment & Pricing

6.1 Payment can be made via PayPal or via bank transfer BACS. Please note that PayPal payments involve an additional handling fee..

6.2 The fee for all online courses is payable in pounds Sterling.

6.3 No cash alternative is available for students who do not complete or access classes.

6.4 Courses cannot be paid for weekly.

6.5 Class fees options are £39 for one month or £90 for three month's access.

6.6 If registration is completed mid month, then a student will receive 4 classes within a monthly bundle and 12 classes within a 3 month bundle.

6.7 Tutors do not offer the opportunity to pay via instalments. However, you maybe offered an instalment agreement via PayPal. The agreement will exist between you and PayPal in respect of your payment obligations and terms.

6.8 Fees cover:

- Access to an agreed amount of online classes (1 month or 3 months delivered 1 class per week)
- Email support from your assigned tutor
- Written tutor feedback to a series of short assignments if required.
- Access to classes for an agreed amount of time.

7. Not for resale or forwarding

7.1 Classes are provided for an individual only. They are packaged, tailored and taught to an individual student. No part of the class including both content and tutor feedback can be resold, uploaded online or resold/forwarded to a third party.

8. Cancellation

8.1 You may cancel classes at any time before you receive access to your first class. Access to the class is provided at the time that the initial access code is provided. Refunds in the above circumstances take 28 days to process.

8.2 Refunds will not be given for further classes not accessed or completed. Tutors preparation of classes will have remained the same.

9. Events outside of Tutors' control

9.1 Tutors will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under a Contract that is caused by events outside our reasonable control (Force Majeure Event).

9.2 A Force Majeure Event includes any act, event, non-happening, omission or accident beyond our reasonable control and includes in particular (without limitation) strikes, lock-outs or other industrial action; civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war

(whether declared or not) or threat or preparation for war; fire, explosion, storm, flood, severe snow, earthquake, subsidence, epidemic or other natural disaster; impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport; impossibility of the use of public or private telecommunications networks; the acts, decrees, legislation, regulations or restrictions of any government.

9.3 Tutors performance under any contract is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period.

10. Copyright

10.1 All online class materials are developed by tutors and are for course participants only and protected by copyright. They may not be reproduced wholly or in part without prior written consent from the course tutor.

11. Confidentiality

11.1 Tutors will not repeat any sensitive or personal information that is publically or privately shared or discussed by students during their interaction within the class and will expect all participants to respectfully do the same.

12. Technical Specifications and Support

12.1 All charges to use the internet are to be born by the student.

12.2 If a student is unable to access an online class, then tutors will use reasonable endeavours to provide a solution where they have direct control over the system. If the issue lies with the class delivery software they will contact the provider direct to help assist the resolution of your issue. If the issue lies with your hardware system, software or settings our support team may provide assistance at their discretion but cannot guarantee that such assistance will resolve your issue.

12.3 The student will accept and understand that there may be periods of downtime for support and tutoring staff and that assistance may not be available during those times.

12.4 Tutors will use reasonable efforts to make the class accessible but cannot guarantee an uninterrupted, timely or error free availability or that defects will not occur from time to time.

12.5 The student accepts and acknowledges that tutors cannot be held responsible for any delay or disruptions to their access to the online class as a result of such suspension or any of the following: operation of the World Wide Web, viruses or the computer the student is using to access the online course. Failures of telecommunications links and equipment. Updated browser issues.

12.6 Tutors make no commitment that the online course will be compatible with or will operate with a student's operating system or hardware. It will be the student's responsibility to deem their equipment and access is compatible at the time of application.

13. Data Protection & GDPR

13.1. The student agrees that tutors may use student personal data in accordance with and subject to the Data Protection Act 1998 and General Data Protection Regulation.

13.2 Tutors agree to follow Class Act Drama Centre's GDPR policy.

14. Health & Safety

14.1 Tutors will expect participants to undertake any exercises, which require physical acting exercises to do so as per their safety instructions and at the student's own risk.

15.1 Hours of service

Online Tutors work between 10am-6pm (GMT London) Tuesday to Friday & Saturdays. Excluding UK public holidays.