

Terms & Conditions- One-off Workshops 2024/2025

The following terms and conditions relate to the following ONLY- One-Off Drama and Acting Workshops for Adults

1. Booking and Confirmation

1.1 Class Act Drama Centre can only accept bookings accompanied by a guarantee of payment, a completed online enrolment application form and an agreement to accept workshop Terms and Conditions which are included in the application process.

2.1 Class Act Drama Centre cannot accept bookings by telephone or provisional bookings

3.1 Submission of an online enrolment application form indicates the participant agrees to the terms and conditions set out and will be charged the appropriate workshop fee.

4.1 Once guarantee of payment is received (by the submission of the online application enrolment form), Class Act Drama Centre will endeavour to confirm bookings within three working days. This is dependent on the accuracy of information submitted in the online application enrolment form by the applicant. Should no confirmation be received within this time it is the responsibility of the applicant to contact Class Act Drama Centre administration. A booking confirmation will be sent to you via email.

5.1 Where there is over-subscription for a workshop, the order in which applications are received shall determine their priority (first come, first served basis). Places are limited. On occasion alternative dates at the same venue may be offered.

6.1 Class Act Drama Centre reserves the right to refuse the application of an applicant.

7.1 Completing and submitting an online application enrolment form will be counted as binding and the equivalent of a signed paper application form.

8.1 Free Tasters and Open Evenings are currently not offered in respect of any one-off workshop.

9.1 By making payment in full you are accepting the full terms and conditions and are liable to pay for the full workshop whether you attend/participate or not.

10.1 The Centre's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Once a student has accepted the offer of a place upon a workshop they have the right to cancel acceptance by informing the Centre in writing within 14 calendar days after completing the online application enrolment form process. Cancellation within this period will entitle the student to be refunded any fees paid. The Centre retains the right to charge a proportion of the total term fee for cancellation after this period as indicated in section 3 of the Refund Withdrawal Policy.

11.1 At enrolment students are required to disclose medical and special educational needs that may impact their ability to participate fully in a workshop. Disclosed information is kept in the strictest of confidence in line with our GDPR policy. Our staff will attempt to find a teaching solution for your concerns, if they are disclosed after the workshop has started. However, the centre cannot be held responsible for undisclosed conditions and any refund after the 14 days

cancellation period would be at the Centre's discretion, in this instance and dealt with on a case by case basis.

12.1 In some instances Class Act Drama Centre will request a deposit to secure a place. This deposit is non-refundable in the event of a no show by a student, unless a workshop term is cancelled by the centre.

13.1 One off workshops are for adult students only

14.1 Non participating observing guests, or those who have not pre-booked a workshop will not be permitted in the workshop classroom.

15.1 For insurance purposes all workshop students who have completed an enrolment form and paid for their workshop, will be issued with a unique Student Member Identifier Number by email as part of their course confirmation details. The tutor will ask students for their ID number at the beginning of any workshop.

2. Location and Start date/time

1.2 All workshops commence on the date, time and at the location specified in the application confirmation.

2.2 Whilst confirmation instructions will include details about the location of the workshop, parking suggestions are made in good faith only. Participants parking arrangements are taken at their own risk.

3.2 The centre reserves the right to move the teaching venue, within 5 miles of the original venue in the event of an access emergency. Students would be updated in a timely manner.

3. Workshop Content, Structure, Pre-requisites & Capacity

1.3 All participants are required to fully familiarise themselves with the workshop expectations. One off workshops are ideal for different levels for student's experience and are grouped in the following way: Workshop standard-

- Type 1- Complete beginners or beginners with minimal experience
- Type 2- Beginners with minimal experience or intermediate
- Type 3- Intermediate and advanced
- Type 4- Advanced and Master Class

2.3 Workshop themes and content are set by qualified tutors.

3.3 Applicants should ensure that the content is appropriate before booking.

4.3 Class Act Drama Centre tutors reserve the right to teach class content in a way that they deem effective, provided the methods used still meet the advertised description for the workshop.

5.3 In the event of a future lockdown pre-booked workshops, where appropriate, will automatically move online, please see section 5 for full details.

6.3 Tutors agree to provide any relevant online workshop alternatives with reasonable care and skill.

7.3 Tutors set (at their discretion) minimum and maximum student amounts, per one-off workshop, so that workshop numbers are manageable and based upon student's learning needs, which are established during enrolment. If a workshop is under subscribed an alternative date or full refund will be given. If a workshop becomes over subscribed additional tutors, rooms or dates will be added where possible.

4. Rescheduling or Cancellation by Class Act Drama Centre

1.4 Class Act Drama Centre reserves the right to change or cancel the workshop. In the unlikely event of this happening, or a workshop cancellation through other unforeseen circumstances (e.g. tutor illness) participants will be informed as soon as possible and offered an alternative workshop place or a full refund (including any deposits if relevant). In the event of the cancellation of a workshop, Class Act Drama Centre cannot be held responsible for non-refundable costs incurred such as travel and accommodation.

5. In the Event of Lockdown

1.5 In the event of a future local or national lockdown announced by the UK Government which would stop physical access at the teaching venue during affected workshop dates, the affected workshop would continue to be taught and transferred online, returning to physical workshops once restrictions have lifted. Tutors will keep students fully informed by email and text regarding any changes and keep access details to online workshops as simple as possible. The privacy of all students will be protected under our GDPR policy.

2.5 Tutors have valuable experience with virtual teaching and will provide alternative online workshops using a mixture of the following free technology, depending on what workshop content may be required and their students' privacy preferences. 1) Google Classroom 2) Zoom 3) Microsoft Teams 4) Live stream teaching 5) Recorded video teaching 6) Video assignments 7) Written, audio or video tutor feedback 8) Reading materials & worksheets.

3.5 Online workshops are live, will not be recorded and will not be available as playback due to copyright restrictions and student privacy. Students must not record online workshops for personal or public use.

4.5 Although most teaching materials are already pre-prepared for online workshops, many specific aspects cannot be created until such time as they are required. Students must allow time for a tutor to establish and upload any such specifics into their online alternative version of a workshop in the event of a lockdown being announced with very little notice.

5.5 Any student found to be forwarding or uploading tutor's materials or videos to third parties will be immediately removed from workshop, future classes and courses. If a request to immediately remove copyright protected material cannot be agreed then legal action in respect to copyright infringement will be taken.

6.5 Students who do not wish to transfer to virtual teaching, in the event of a future lockdown, that directly affects workshop dates should not apply.

7.5 Please see section 21 within this document for further information regarding technical specifications and support for online workshops.

6. Workshop Aspects

1.6. It is expected that a student will actively engage in any workshop and take part in acting and script based exercises, which may involve performing parts of scenes for their tutor or to a small group of workshop peers.

2.6 Short scenes and scripts will be sourced by the tutor and used as part of the workshop.

7. Covid-19 Safety Guidelines- Physical Workshops

1.7 Workshop classrooms are cleaned and disinfected between workshops.

2.7 Please wash and sanitise your hands upon entering the building and maintain good hand hygiene throughout your visit. You will have access to hand sanitiser and hand washing facilities within the building.

3.7 If you or someone you have been in close contact within the last 48 hours experiences Covid symptoms or receives a positive Covid test, please do not attend your workshop, in this case please email our student services who will provide you with an alternative in-person or online workshop date.

4.7 If you develop Covid symptoms or receive a positive test within 48 hours of attending a workshop please inform our student services as soon as possible.

5.7 Students attending physical workshops do so at their own risk.

8. Events Outside of Our Control

1.8 Class Act Drama Centre will not be liable or responsible for any failure to perform physical or online workshops or delay in performance of any of our obligations under a Contract that is caused by events outside our reasonable control (Force Majeure Event).

2.8 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.

3.8 Class Act Drama Centre's 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.

9. Pricing

- 1.9 The fee for a place on a regional one off workshop is payable in pounds Sterling.
- 2.9 No cash alternative is available for participants who do not attend booked workshops (physical or online)
- 3.9 By making payment in full you are accepting the full terms and conditions.
- 4.9 Tutors do not offer the opportunity to pay via instalments. However, you may be offered an instalment agreement via our payment provider PayPal if a workshop's fee exceeds £99.00. The agreement will exist between you and PayPal in respect of your payment obligations and terms. Interest free credit instalments may be offered to students subject to status.
- 5.9 Payment can be made via PayPal or via bank transfer/internet banking or in branch via BACS. If you wish to pay via BACS please request an invoice as your desired form of payment via your application form. BACS internet banking invoices may take 48 hours to issue.

10. Cancellation, Transfer and Failure to Attend Term Classes

- 1.10 Once an online application enrolment form has been submitted, any cancellation leaving an unfilled place (including non-attendance/participation) will incur the full workshop charge. Should a participant wish to transfer to a later workshop, notice must be given at least two weeks in advance of the original workshop date and agreement will be at the discretion of Class Act Drama Centre's Head Office.
- 2.10 Partial refunds will not be offered to students who arrive late to any workshop.
- 3.10 Our staff will make every effort to enable late arrivals to access the workshop classroom and will provide a contact telephone number to enable that access.
- 4.10 The Centre's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 please see section 1- 10.1 within this document.
- 5.10 For details on how to formally withdraw from a workshop, please see our withdrawal policy.
- 6.10 If you have a concern, complaint or compliment please see our Complaints and Compliments Policy.

11. Copyright & Privacy

- 1.11 All workshop notes, handout materials and online workshop content developed by Class Act Drama Centre are for workshop participants only and are protected by copyright. They may not be reproduced wholly or in part without prior written consent from Class Act Drama Centre
- 2.11 Materials used during a workshop are to be used for personal use only and should not be copied, emailed, uploaded or distributed in any way.
- 3.11 Taking photos and or the use of video cameras throughout physical workshops or the

capturing of online workshop content, via any device is strictly prohibited and any participant who is found to have recorded any workshop footage in physical workshops will be reported to onsite security who will confiscate such technologies and delete data. Participants will then be asked to leave the workshop with immediate effect. Refunds will not be issued under these circumstances. Please see our GDPR policy for further details regarding data privacy for both tutors and workshop students.

4.11 The use of our logo or website imagery is strictly prohibited.

5.11 To protect the copyright of all contributors- particularly those in screen acting themed workshops such as crew, actors & post production staff - behind the scenes type footage or workshop acting exercise footage relating to the workshop theme requires full consent. If a group of workshop peers wish to film any section of their experience, then written permissions must be gained from in the first instance the workshop tutor who if in agreement will seek permissions from all workshop students in the form of a formal release form.

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

12. Confidentiality

1.12 Save as required by law or in respect of information which is already in the public domain through no breach by you of the provisions of this clause, you shall keep in strict confidence all know-how, inventions, processes or initiatives which are of a confidential nature and have been disclosed to you by us (or our employees, agents, consultants or sub-contractors) and any other confidential information concerning our business or the workshop materials which you may obtain.

2.12 Class Act Drama Centre tutors will not repeat any sensitive or personal information that is publicly or privately shared /discussed by participants during the workshop and will expect all participants to respectfully do the same with regards to their workshop peers. Please see our GDPR policy for further details.

13. Local Conditions

1.13 Participants bringing along valuables and personal property do so at their own risk and are responsible for their safety. Class Act Drama Centre cannot be held liable for loss or damage to personal items.

2.13 All travel arrangements are the responsibility of participants. Teaching staff cannot facilitate local transport or other arrangements.

3.13 Class Act Drama Centre cannot take any responsibility for participants parking decisions in and around the teaching site. Please read parking signs carefully.

4.13 Class Act Drama Centre cannot take any responsibility for participant's safety or journey to and from the teaching site.

14. Workshop Content & Guarantees

1.14 Your success in building any career is dependent on a number of factors. We give no guarantee that by attending and/or completing a workshop that you will experience success in any business, industry or activity.

2.14 Class Act Drama Centre takes no responsibility for participants personal use of their teaching strategies after the workshop.

3.14 Class Act Drama Centre guarantees highly experienced and qualified teaching staff.

4.14 Additional notes will be supplied for all workshop participants, per workshop, where relevant.

5.14 There are no written examinations, tests formal or formal presentations involved with workshops.

15. Participation

1.15 Class Act Drama Centre tutors will strive to create a positive and inclusive environment during the workshops and will expect participants to do the same.

2.15 Workshop student ratios will differ per workshop type, based on the workshop level, theme, room capacity and experience of enrolled students and will be set at the discretion of the workshop tutor during enrolment, for a manageable and comfortable student ratio, that will benefit all participants.

3.15 The Centre takes no responsibility for behaviour of individuals within your workshop nor undisclosed conditions. The Centre will however follow a termination procedure as outlined in section 16 within this document if they deem an individual to be disruptive. Please keep tutors fully informed at your earliest convenience of any disruptive behaviour by a workshop peer, that tutors may not be aware of that could affect your studies.

16. Termination

1.16 Class Act Drama Centre reserves the right to terminate the contract immediately without liability if you cause disruption during a workshop (in person or online) or take any action which brings us (or any of our employees, agents, consultants, sub- contractors, students) into disrepute or adversely affects our goodwill or reputation. The centre also reserves the right to terminate contracts whereupon copyright agreements have been found to be breached, please see section 5-5.5 and section 11 within this document.

17. Data Protection

1.17 You agree that we may use your personal data in accordance with and subject to the Data Protection Act 1998 and General Data Protection Regulation. Please see our GDPR policy for further details.

18. Health & Safety- General

1.18 Tutors will undertake a health and safety briefing at the beginning of each workshop.

2.18 Tutors will expect participants to undertake physical exercises as per their safety instructions and at their own risk.

3.18 Please see section 7 within this document with regards to specific safety guidelines in respect of Covid-19.

19. Not for resale

1.19 Workshops provided are for specific groups and individuals only. They are packaged, tailored and taught with individual students in mind. No part of the workshop, including online workshop materials and tutor feedback can be resold, uploaded online or given to a third party.

2.19 No cash alternative is available for students who do not take parts of the workshop.

20. Changes

1.20. Before a contract commences the centre reserve the right to increase and decrease advertised workshops or offers for any workshop or to amend any teaching material within it. Advertised workshops can be withdrawn at any time prior to the commencement of the contract.

2.20 There is no obligation for tutors to offer consecutive or repeat workshops on a rolling basis, once the original workshop has completed. Any repeats will be offered at the tutor's discretion.

21. Technical Specifications and Support- Online Workshop Alternatives

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

2.21 If a student is unable to access an online workshop, then tutors will use reasonable endeavours to provide a solution where they have direct control over the system. If the issue lies with the workshop delivery software they will contact the software 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.

3.21 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. The centre accepts no claim for breach of contract or otherwise in respect of such a period of uncertainty.

4.21 Tutors will use reasonable efforts to make the online workshop accessible but cannot guarantee an uninterrupted, timely or error free availability or that defects will not occur from time to time. Tutors can suspend access to online workshops for the purpose of scheduled or emergency maintenance, repairs or upgrades to improve the performance of the workshop or chosen software.

5.21 The student accepts and acknowledges that tutors cannot be held responsible for any delay or disruptions to their access to an online workshop 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 workshop, failures of telecommunications links and equipment, updated browser issues.

22. Access

1.22 Tutors agree to offer tailored tuition and feedback to individual students. A student must not share; transfer rights to access or provide access to a third party within a physical or online workshop. Nor must a third party complete any part of the workshop (physical or online) on their behalf.

CADC