Terms & Conditions- Acting For Camera 12 Week- Level 3 2026-2027 Course Code 565

The following terms and conditions relate to the following course ONLY- Acting For Camera 12 Week Level 3 Course 2026-2027 Course Code 565

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 course Terms & 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 full course 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, please check spam folders.

5.1 Where there is over-subscription for a course, the order in which applications are received shall determine their priority (first come, first served basis). Places are limited.

6.1 Class Act Drama Centre reserves the right to refuse the application of an applicant. In addition the Level 3 course can only accept students who have successfully completed Level 1 & 2, or displayed equivalent competency. Where equivalent competency is required, Tutors will ask for evidence in the form of short filmed projects and references from external directors.

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 for this course.

9.1 By making payment in full, you are accepting the full terms and conditions and are liable to pay for the full course 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 on a Centre course 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 course fee for cancellation after this period, or if the course has commenced 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 the course. 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 course 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 course is cancelled by the centre.

2. Location and Start date/time

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

2.2 Whilst confirmation instructions will include details about the location of the course, 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. Course Content, Course Structure & Pre-requisites

1.3 All participants are required to fully familarise themselves with the course contents.

2.3 The topics covered in a course are detailed in our adult class & course information for 'Acting For Camera 12 Week- Level 3 2026-2027 Course Code 565'. Applicants should ensure that the content is appropriate before booking.

3.3 Class Act Drama Centre tutors reserve 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.

4.3 In the event of a future lockdown, the course will automatically move online, please see section 5 for full details.

5.3 Tutors agree to provide any relevant online classes with reasonable care and skill.

6.3 Where appropriate and if required by a set project Level 1, Level 2, and Level 3 acting students may work alongside one another during project sessions. While sharing the same working environment, each group will be engaged in coursework appropriate to their individual level and set different tasks by their tutor. This will be a tutor's discretion and will be for the benefit of the effective completion of filmed scenes.

4. Rescheduling or Cancellation by Class Act Drama Centre

1.4 Where a course is under-subscribed, Class Act Drama Centre reserves the right to change or cancel such a course. In the unlikely event of this happening, or of course cancellation through other unforeseen circumstances (e.g. tutor illness) participants will be informed as soon as possible and offered an alternative course place or full refund. In the event of cancellation of a course, 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 course dates, the affected course classes would continue to be taught and transferred online, returning to physical classes once restrictions have lifted, if such restrictions are lifted within the period of course dates. Tutors will keep students fully informed by email and text regarding any changes and keep access details to online classes as simple as possible. The privacy of all students will be protected under our GDPR policy. The showreel component of this course would be delayed until restrictions have lifted.

2.5 Online classes are created so that the student can access the class at their leisure once the tutor has provided access details.

3.5 Tutors have valuable experience with virtual teaching and will provide classes using a mixture of the following free technology depending on what the class content requires that week and the student's privacy preferences.1) Google Classroom 2) Zoom 3) Microsoft Teams 4) Livestream video teaching 5) Recorded video teaching 6) Video assignments 7) Written, audio or video tutor feedback 8) Reading materials & worksheets

4.5 Online Course Classes will remain online for a 2 month period after the course dates have completed and are password protected.

5.5 Although most teaching materials are already pre-prepared for online classes, 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 version of a class in the event of a lockdown being announced with very little notice.

6.5 Any student found to be forwarding or uploading tutor's materials or videos to third parties will be immediately removed from the course.

7.5 Students who do not wish to transfer to virtual teaching in the event of a future lockdown that affects course dates, should not apply for this course.

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

6. Showreels & Filming

1.6 It is anticipated that a showreel project will be worked upon during this course for each student. For full information and terms and conditions specifically relating to showreels please see the document Terms & Conditions- Showreels-Acting For Camera 12 Week- Level 3 2026 -2027 Code 565.

2.6 Showreels are included as part of this course, providing a student attends filming dates. For full information and terms and conditions specifically relating to filming, please see document Terms & Conditions- Filming Acting For Camera 12 Week- Level 3 2026-2027 Code 565.

3.6 Large scale cinema short film project presentations with invited guests are not currently part of this course, showreel presentations are screened online and password protected.

7. Covid-19 Safety Guidelines- Physical Classes.

1.7 The classroom is cleaned and disinfected between classes.

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 with in the last 48 hours experiences Covid symptoms or receives a positive Covid test please do not attend your class, in this case please email our student services who will provide you with return to course dates and details of access to your online class alternatives for any classes that you may miss, which will be available for an extended period after the last date of the course in this instance due to illness.

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

5.7 Students attending physical classes 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 classes/courses or delay in performance of any of our obligations including producing showreels 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 course is payable in pounds Sterling.

2.9 No cash alternative is available for participants who do not take classes (physical or online) that are part of a course.

3.9 Courses cannot be paid for weekly.

4.9 Late starters may be offered the opportunity to attend a course at a discounted fee which is calculated pro-rata.

5.9 By making payment in full you are accepting the full terms and conditions.

6.9.Direct Instalments- Subject to tutor contract and payment agreement, students can choose to spread the cost of the course through direct instalments over 5 months, with 5 monthly payments (no credit check required) of £179.80, direct instalments are available for full course fee only and do not apply to early bird offers. Alternatively full course fees may be spread over 4 months with PayPal instalments which are subject to status. Direct Instalment agreements are only available for students who have successfully completed level 1 & 2. Direct instalments will commence in advance of a course's start date and must be completed before the end of the course.

7.9. Payment can be made via PayPal or via bank transfer BACS. If you wish to pay via BACS please request an invoice as your desired form of payment via your application form. Invoices may take 48 hours to issue and will need to be paid and settled within 48 hours of receipt to guarantee a place.

10. Cancellation, Transfer and Failure to Attend Courses –

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 course charge. Should a participant wish to transfer to a later course, notice must be given at least two weeks in advance of the original course 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 class.

3.10 Our staff will make every effort to enable late arrivals to access the teaching studio/ 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. A 14-calendar-day cancellation period, applies to the admissions process only. Where a course or service has commenced during the 14-calendar-day cancellation period at the student's express request and agreement during booking, the student's statutory right to cancel under the applicable Consumer Contracts Regulations in respect of that service, will cease from the date the course or service commences, subject to the applicable legal requirements. In such circumstances, the Centre's Withdrawal Policy will apply.

5.10 For details on how to formally withdraw from a course 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 notes, handout materials and online class content developed by Class Act Drama Centre are for course 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 course are to be used for the duration of the course 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 courses or the capturing of online course content via any device is strictly prohibited and any participant who is found to have recorded any course footage in physical classes, will be reported to onsite security who will confiscate such technologies and delete data. Participants will then be asked to leave the course 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 course students.

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

5.11 To protect the copyright of all contributors (crew, actors & post production staff) filmed footage within Acting For Camera courses requires consent. Therefore student members undertaking filming courses will be required to complete a Contributor's Release form in order to participate in any class footage. A copy of the form is available upon request prior to enrolment. Failure to complete a form will mean that a student member is unable to participate fully in the course or create footage for their show reel material. No refunds will be given for courses should a student member fail to complete the form in good time. Contributor's release forms will be handed out by tutors on week one (or early) within the course. In the interests of fairness, footage will still not be uploaded online in any format without the further express permission of a student member after viewing proposed release footage, consent will be collected in writing from all student members within the footage including production staff. Staff will endeavour to only choose the very best footage for marketing purposes online and showreels.

6.11 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.

7.11 To protect the copyright of both students and tutors any uploaded video will require the student's consent at the time of application. Tutors agree to protect any student video footage in accordance with GDPR polices and will not copy, forward or publish any video footage of student's online class video assignments. Tutors will also agree to delete all footage within 1 month of the course's completion.

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 Course / Course 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 course and will expect all participants to respectfully do the same with regards to their course 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 participants safety or journey to and from the teaching site.

14. Course 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 our course 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 course.

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

4.14 Notes can be supplied for participants for missed classes where relevant.

5.14 There are no examinations involved with this course 'Acting For Camera 12 Week- Level 3 2026-2027 Course Code 565'.

6.14 Tutors are happy to provide a certificate of completion upon request.

15. Participation

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

2.15 Class ratios will range from a minimum of 4 students to a maximum of 15.

3.15 The Centre takes no responsibility for behaviour of individuals within your course 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 class 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 a student member causes disruption during a class/course 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 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 course.

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 Courses provided are for specific groups and individuals only. They are packaged, tailored and taught with individual students in mind. No part of the course including both unit content, online classes and tutor feedback or showreels 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 course.

20. Changes

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

21. Technical Specifications and Support- Online Classes & Hybrid Teaching and personal coaching 1:1

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 class or meeting, 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 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 student 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 class or meeting 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 classes for the purpose of scheduled or

emergency maintenance, repairs or upgrades to improve the performance of the class 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 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 class. Failures of telecommunications links and equipment. Updated browser issues.

6.21 Refunds or partial refunds will not be given in respect of students not attending online classes/meetings or one to one personal coaching sessions. Tutors will attempt to offer additional slots, as a gesture of good will and at their own discretion, based upon their teaching schedule, for those students who cannot attend and have given timely notice.

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 class. Nor must a third party complete any part of the course on their behalf.

23. Additional Documents

1.23 It is expected that students fully familiarise themselves with additional documents that fully outline terms and conditions in respect of shooting days-filming and footage clips.

Terms & Conditions Showreel Acting For Camera Level 3 2026-2027 Course Code 565

Terms & Conditions Filming Acting For Camera Level 3 2026 -2027 Course Code 565.

The course is taught in two parts, part one an initial block of 6 weeks online, followed by part two a second block of 6 weeks in-person. Part one can be taken on demand, subject to tutor availability at anytime in a consecutive week block. Part two of the course in-person, will commence in a consecutive week as advertised here https://www.classactdramacentre.co.uk/acting-for-camera-level-3 throughout 2027. Part One and Part Two can be taken in the same week (shortening the course to 6 weeks intensive, with an online session and in-person session in the same week, albeit not on the same evening and at the discretion of the tutor and their capacity.

The first day of the course is taken from the first day of part one of the course.