

## **The Actors' Temple'**

### **Core and Advanced Training Terms and Conditions**

We are delighted you have chosen to continue to train with us at The Actors' Temple. Our Warren Street venue is a busy studio theatre of actors, directors, creatives and tutors. We understand the importance of working together to create an environment conducive to exceptional learning in the craft of acting and have therefore designed the following policies to cultivate the same level of discipline and professionalism, as is expected of you in a working theatre environment or professional engagement. Please take your time to fully read the following Terms and Conditions paying careful attention to the Student Attendance section.

- By reading the following points you are accepting responsibility for your actions regarding your behaviour as a student on any courses, classes or workshops run by The Actors' Temple in any location.
- You should understand that upon payment, you agree to be bound by these terms and conditions whilst training at any time with The Actors' Temple in any location.
- You should print a copy of these terms and conditions for future reference.

#### **Code of Conduct**

All students at The Actors' Temple are expected to take responsibility for conducting themselves in a manner that ensures respect and consideration not only for staff and fellow students, but also for the training and the pursuit of excellence therein.

- Your professional behaviour, attendance and contribution to classes will be monitored by all the tutors you come into contact with while training at The Actors' Temple. Overall conduct will be taken into account in the assessment of all the work undertaken on courses, classes and workshops and for the progression onto the next level of training.
- You can expect to be treated fairly and reasonably by staff and fellow students, in a safe and courteous working environment and the Actors Temple expects you to act in a civil and responsible way towards others in and outside of the classroom.
- It also expects your cooperation in maintaining its policies and procedures. The following Actors' Temple Regulations outline the key points to note.

#### **Student Attendance**

- All classes must be attended for the full duration. Arriving late for a class or leaving early is not an option. All tutors have been advised to close the door at the start of the class and to deny access to latecomers.
- If, due to unavoidable circumstances, a student knows in advance that they will be late then they must let the reception know by calling 020 3004 4537 AND emailing [bookings@actorstemple.com](mailto:bookings@actorstemple.com) at least 24 hours before the start of the class.
- Absence owing to illness, or other unavoidable circumstances, must be notified to tutor and reception by telephone and email.
- We do expect full attendance for every class on The Core & Advanced Training. If a student is late or absent for 2 classes in one term they will immediately be under review.
- Students will be notified in writing that their commitment, attendance, progress and attitude will be reviewed by the course tutor and management.
- Following the review, a decision will be made on whether it is an option to continue training at The Actors' Temple, or if necessary a suspension or dismissal from the course.
- Students will be informed of the outcome of this review by management. Please see disciplinary procedure below.
- Students who fail to cancel a workout class reservation with more than 24 hours notice will be charged £10. Passes will be suspended until this payment is made. There is no exception.

## **Studio Etiquette**

- Studios must be left tidy at the end of each session and ready for use by the next group.
- All Actors' Temple premises are no smoking or vaping areas.
- Food and drink must not be taken into the studios, except bottled water.
- Mobile phones and tablets must be switched off before entering the classroom. Headphones should be removed before entering any studio.
- The fabric of the building and the equipment it contains are the responsibility of staff and students alike. Any scripts, books, props etc., issued to a student for use in exercises or performances within the building or elsewhere are his or her personal responsibility. In all cases, loss or damage will be charged for at replacement value.
- Students are entirely responsible for themselves and their possessions. The Actors' Temple cannot be held responsible for property of any kind belonging to students, lost or damaged on or off the premises. These items are not covered by The Actors' Temple's insurance

## **Class Times, Duration and Tutors**

- The Core and Advanced classes are demanding and are designed to accommodate a class size of 12 students with a duration of four hours allowing for students to both work on stage and observe. If for any reason the class size drops to 8 or below, The Actors' Temple reserves the right to reduce the length of the class to three hours.
- The Actors' Temple reserves the right to change, in exceptional circumstances, the days and times of the weekly scheduled classes.
- The Actors' Temple reserves the right to substitute scheduled tutors as necessary.

## **Equality, Diversity and Inclusion**

- Actors Temple is committed to equal treatment for all. We believe that the diversity of our team, programme, practice, artists and audiences is fundamental to our success. We do not tolerate discrimination on the grounds of race, gender, disability, sexuality, age, religion or belief, social or educational background or other grounds of discrimination not prohibited by legislation. Instead we welcome and celebrate difference, seeking to find the most creative and fulfilling role for every individual's talents and aptitudes.

## **Copyright**

- On undertaking a course with The Actors' Temple you agree not to copy/replicate any part of the course/class including but not limited to: course content, design or structure, course names, branding etc. for commercial purposes.
- Students give their consent that any photos and videos taken during their time at the studio can be used for marketing material.

## **Disciplinary Procedure**

- We operate a two warnings policy. Depending on the severity, breach of any of the student conditions, may result in an email warning. A warning will remind the individual of the reason they are receiving the notice and how to avoid a further warning or suspension.
- If after a second warning, there is still a breach of the rules, then that individual will be asked to leave the course with immediate effect without refund.
- In some circumstances it may be deemed necessary to issue an immediate suspension.

- Please note that The Actors' Temple reserves the right to refuse the services (Courses or classes) offered to an individual student at any time if, in the opinion of the tutors and management team, they feel the presence of that student has a detrimental effect on other students and environment of The Actors' Temple as a whole.
- There is no refund available to students who have been suspended or dismissed from a course following breach of this code of conduct.

## **Complaints Procedure**

We are committed to providing a high standard of customer care and service. If you would like to discuss any concerns regarding your training and/ or service received, please contact The Managing Director, Ashlie Walker, via [ashlie@actorstemple.com](mailto:ashlie@actorstemple.com).

## **General Payment Terms**

- Any payment schedule agreed with individuals at the start of the course, must be maintained until full payment has been made, even if the student does not complete the course.
- Payments can be made over the phone, via debit/credit card, in person at the studio, via bacs or by setting up a direct debit. Please advise us before making a bacs payment. We cannot accept bookings via bacs if they have not been approved beforehand and we have not been notified following transfers.
- Refunds can only be made to the purchaser via the same method of payment.
- VAT: Prices quoted include VAT of 20%.

## **Payment Options, Cancellations and Transfers**

- Early payment option: £500 deposit, £2300 paid 6 weeks prior to commencement of course (Total £2800).
- Standard payment option: £500 deposit to confirm place, £2500 2 weeks prior to course start date (Total £3000)
- 2 Part payment option: £500 deposit to confirm place, £1350 2 weeks prior to course start date, £1350 weeks after start date (Total £3200)
- Should a student wish to leave the course before it finishes, they will be liable to full payment.
- Cancellations made 6 weeks or more prior to the course start date are fully refundable.
- Cancellations made between 6 and 2 weeks before start date: Payment is refundable minus a £200 administration fee.
- Cancellations made less than 2 weeks' notice: Payment is transferable minus a £200 administration fee.
- Transfers can only be made to other courses within 1 year of payment.
- The option to transfer is only possible once.

## **Student Studio Hire**

- Full payment is required upon booking
- Cancellations made less than 2 weeks' notice, payment is non refundable/ non-transferable.

## **Training Postponement**

- Should due to unavoidable circumstances, a student request to pause their training, it may be an option to transfer to another course.
- The decision to re-join training is at the management's discretion following a full review of the student's commitment, progress, attitude and behaviour. A £200 administration fee is required to secure a place on a new course at the term which they left off.

- If a student wishes to repeat a term or re-join for the beginning of Term 1 they will be required to pay the appropriate term fee.
- Students will be contacted if an when a suitable space becomes available. There is no guarantee when this would be.

## **Bank Details**

Please notify us in writing before and after making a bacs payment.

The Actors Temple Ltd, HSBC Bank, 156-157 Tottenham Court Road, London, W1T 7AY

Sort Code:40-07-06

Account No: 21558951

If you are paying from abroad you may need the below:

IBAN: GB49MIDL40070621558951

Swift: MIDLGB22

## **Contact Details**

Please note reception is manned between 10am and 5pm Monday to Saturday.

The Actors' Temple Studio London

Basement, 13-14 Warren Street

London W1T 5LG

Tel: 020 3004 4537

Email: [bookings@actorstemple.com](mailto:bookings@actorstemple.com)

## **Governing Law**

These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales and you irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

**I have read the above four pages and fully understand and agree to the Actors' Temple terms and conditions.**

Name:

Signature:

Date: