



## **ACT 3 DRAMA ACADEMY HOLIDAY WORKSHOPS REGISTRATION TERMS & CONDITIONS**

### Payment

Payments must be made in full before the start of the workshop.

Mode of payment:

Cash

Credit Card - VISA or Mastercard

### Missed Classes

There will be no replacement or refund for any missed classes.

### Cancellations & Refunds

14 days prior to commencement of workshop: 100% refund of the remaining fee after deduction of \$50 administration fee.

At least 7 days or less prior to commencement of workshop: 50% of the workshop fee will be refunded after deduction of \$50 administration if it is due to medical reasons and supported by a doctor's letter. No refund will be made on any other grounds.

Once the workshop has started: 50% of the remaining unattended fee after deduction of \$50 administration fee will be refunded if it is due to medical reasons and supported by a doctor's letter. No refund will be made on any other grounds.

### **FOR ONE-SESSION WORKSHOPS:**

There will be no cancellation or refund. Deferment to the next immediate workshop can be considered if it is due to medical reasons and supported by a doctor's letter.

### Deferments / Change of Session

Deferment to the next immediate holiday workshop or the next earliest term programme can be considered if it is due to medical reasons and supported by a doctor's letter; or at least 14 days prior to commencement of workshop, and subject to availability and \$50 administration fee.

Request for change of session will be dependent on availability and subject to an administration fee of \$20 for each request.

### Child Pick Up Policy

It is encouraged to exercise punctuality and arrive before dismissal time to pick up the child.



#### Media Release

We may record class in progress from time to time. This may be used for publicity, media and archival purposes. By agreeing to these Terms and Conditions, parents and/or guardians grant us their permission to use the recordings in any academic portfolio, printed collateral, video, online platform and/or any other promotional material.

You will be responsible to remove yourself from group and candid shots/recordings that the photographers/videographers intend to capture, if you do not wish to have your photos/ audio - visual recordings taken whilst on the premises.

#### Personal Data Protection

The Parent consents to the collection, use and disclosure of his or her personal data as well as the personal data of the student for ACT 3 International's use.

#### Loss of Property

We are not liable for loss or damage to property including vehicles.

#### Parking

Parking of vehicles is the responsibility of the driver and/or car owner and the payment of any fines related to illegal parking of vehicles is the responsibility of the driver and/or car owner.

#### Liability

We will undertake all necessary safety precautions and act in a responsible manner to ensure the safety of each child in their care, for the duration of any programme the child attends. No employee and/or agent of ACT 3 International can be held responsible or liable for any injury, loss of property or other damage that maybe caused to, or suffered or sustained by the child or any accompanying person during their time in the centre, or in the immediate vicinity.

#### Modification of Terms and Conditions

We reserve the right to amend any of the above Terms and Conditions from time to time as deemed appropriate.

By entering our premise where the program is being conducted and participating in our program, you have agreed to the above terms and conditions.

ACT3DA/October 2019