

## **REGISTRATION for PART-TIME COURSES**

1. **Classes** at the **Giles Foreman Centre for Acting** operate on a block-booking basis, except where indicated explicitly beforehand. **Classes are offered in blocks of a set number of continuous sessions**, excluding Centre holidays:
  - 1.1. Voice and Movement / Specialist classes are usually in blocks of **ten**
  - 1.2. Acting classes [other than Complete Beginners] are usually in blocks of **twelve**
  - 1.3. Other classes & workshops are as stated on the website/or as advertised.
2. **You are required to pay for the specified number of classes in a block or workshop, regardless of the number of sessions that are actually attended.**
  - 2.1 Fees are **non-refundable**, non-transferable and non-exchangeable, except in entirely exceptional circumstances as agreed with the Centre.
3. **Discounts:** When you enrol on three blocks of classes concurrently, the Centre offers a discount on the cheapest of the three. Anyone who introduces a new student who then becomes a paid-up Centre member, will receive a discount on their next block of classes.
4. **Instalments:** The Centre appreciates that meeting the cost of a block of classes may be difficult at times. In light of this, you have the opportunity to pay fees in instalments.
  - 4.1. The first falls due on the day of the **first** class attended, and the remainder at monthly intervals through the block. A small admin fee is charged for setting up instalments.
  - 4.2. In such circumstances, you remain liable for the total cost of any block of classes undertaken, regardless of whether you continue to attend, for whatever reason.
  - 4.3. Failure to pay any fees due will result in the immediate suspension of your right to attend any classes or workshops or to participate in any of the Centre's projects. The Centre will pursue payment of any outstanding fees vigorously.
5. **Conduct:** If you are going to be **late or are unable to attend** a class, you must **inform the Centre** before the class begins, by email or if urgent, by phone.
6. If you are in an Advanced or Members class and you fail to inform the Centre of a lateness or absence prior to the beginning of class on three occasions, you may forfeit your right to attend any classes, workshops and projects at the Centre without any refund of fees.
7. The Centre reserves the right to terminate your participation at the discretion of the artistic director if you are deemed to have been 'disruptive'. Depending on the circumstances any remaining fees paid and not yet committed, may be refunded, less an administrative fee.
8. **Credit:** In order to state in any professional capacity – eg. CV, biography, Spotlight or other Casting Network – that you have trained at the Giles Foreman Centre for Acting with any of our core staff, **you must have successfully completed a year's full-time Diploma study with us; or an equivalent period part-time, and have a GFCA Certificate of Proficiency.**

## **STUDENT REGISTRATION**

In returning the completed form overleaf, I agree to the following:

1. I accept the terms and conditions of the **Giles Foreman Centre for Acting**. I understand that these may change from time to time without invalidating my acceptance, and that the current terms and conditions will be available to me via the Centre's website.
2. I am satisfied that appropriate information about the classes has been available to me prior to enrolment. I confirm my intention to attend the classes on which I have been enrolled and I am aware of the commitment required.
3. I understand that there will be a briefing on health and safety issues during the first session of the course(s), and that I also have a duty to bring relevant health and safety issues to the attention of the Centre.
4. I accept that, in order to state in any professional capacity – eg. CV, biography, Spotlight or other Casting Network – that I have trained at the Giles Foreman Centre for Acting with any of our core staff, I will either have successfully completed a year's full-time Diploma study with the Centre, or an equivalent period part-time and have received a GFCA Certificate of Proficiency [application by email, for free Certification if accepted].
5. I accept that if I withdraw from any session for which I have registered, I will remain liable for the cost and not be able to transfer, hold in credit or receive a refund for fees paid.

## REGISTRATION FORM

* First Name & Surname: [please PRINT]	* Daytime phone no. & mobile:
* Email : [please PRINT clearly]	* Contact Address:
	* Post Code: * Westminster resident? Y / N
Country of Origin:	Date of Birth OR playing age-range:

\* Signed..... Name [print].....

I have read, and accept the Terms & Conditions supplied / printed overleaf [updated form available online]

\* =Mandatory fields

Date joined: ..... / ..... / 20.....

Acting Experience:	
Spotlight View Pin / IMDb / CCP ?	
Other information:	

How did you hear of us? If someone recommended us, what is their name? .....

Where have you seen us? [please tick all that apply]

Our Display Cards  GFCA / Caravanserai performance or film .....

The Stage  Metro  Evening Standard  Contacts book  Actors Yearbook

Emagister  Hotcourses  GoogleAds  Facebook  Twitter  Youtube

IdeasTap  Other .....

PLEASE FILL IN & RETURN. Thank you!

4 2015