

HOWARD FINE ACTING STUDIO REFUND POLICY

Here at the Howard Fine Acting Studio Australia, we are proud to be able to bring you professional actor training from a world-class teaching faculty. The below refund policies apply to all of The Studio's courses and are designed to ensure that we are able to continue bringing you the best actor training at the lowest possible price, now and well into the future. Please read the refund policies carefully before you book a course, as they will be put into action where necessary, without prejudice. Please note that due to the administrative costs involved in running courses and managing enrolments, The Studio is unable to provide refunds on course bookings after the times specified below for each refund policy.

SHORT COURSES

This refund policy applies to fees paid for The Studio's short courses and workshops, i.e. Foundation, Personalisation, etc (excluding Scene Study, Master Class, Full Time and Part Time). In the event that you are unable to participate in a course that you have already booked in for, you must notify us as soon as possible and the following policy will apply. If you inform us that you are unable to participate in the course:

- More than *10 working days* prior to the course start date, you are able to receive a *full refund* on all fees paid.
- Between *5 to 9 working days* prior to the course start date, all fees paid will be held for you to use as a *credit** on a future course at The Studio.
- Less than *5 working days* prior to the course start date, *no refund or credit* can be offered.
- If you need to pull out at any time after the commencement date of the course, we are unable to offer a refund or course credit, and you will be expected to pay any remaining course fees in full.

SCENE STUDY

This refund policy applies to all participants in the weekly ongoing Scene Study classes. If you inform us that you will be unable to participate in the course:

- More than *15 working days* prior to the start of the class, you are able to receive a full refund on all fees paid.
- Between *7 to 14 working days* prior to the start of the course and all fees paid will be held by The Studio for you to use as a *credit** on a future course.
- Less than *7 working days* prior to the start of the course and we are unable to offer any refund or credit on any fees paid.
- Please note that the reduced refund periods for Scene Study are due to the need to pair actors and allocate scenes prior to the commencement of class.

In the event of any absences from Scene Study, the following policy applies:

- It is your responsibility to have either an Uta Hagen exercise or a monologue prepared in the event that your scene partner is unable to attend class. Unfortunately, if your scene partner is not in class and you have nothing else prepared to present, we are unable to offer you any refund or credit for that class.

- If you are unable to attend a Scene Study class for any reason, whether short or advanced notice, we are unable to offer any refund or credit for missed classes.
- If part way through a Scene Study term you are unable to continue for the remainder of that term, we are unable to offer you any refund or credit, and you will be expected to complete payment of any remaining course fees.

MASTER CLASS PARTICIPANT REFUND POLICY

This refund policy applies to all who are offered and accept a place as a participant in a Master Class.

- All Master Class deposits are *non-refundable*, and cannot be held as a course credit. This is due to the extensive time involved in the application process, partnering actors and allocating plays

If, after accepting a place you find you need to withdraw from the Master Class and you inform us:

- More than *20 working days* prior to the commencement of the Master Class, you are entitled to a refund on all payments made after the deposit.
- Between *15 and 19 working days* prior to the commencement of the Master Class, you are entitled to receive a credit* redeemable on future courses at The Studio.
- Less than *15 working days* prior to the commencement of the Master Class, unfortunately we cannot provide any refund or course credit.

*Course credits held by The Studio are valid for up to 9 months. Note that the course your credit is being transferred to does not have to take place within 9 months of your credit being issued, but you must inform The Studio which course you would like to transfer your credit to within this time. Please note that due to application/audition processes course credits may not be redeemed for a place in future Master Classes, the Full Time course or the Part Time course.

If you would like any further details about The Studio's refund policies, please email admin@howardfinestudio.com.au.