

## **THE COMPANY ACTING STUDIO**

### **PAYMENT POLICIES AND PROCESS**

*We are so glad you enrolled at The Company Acting Studio.*

*Please review the payment policies and process of the studio.*



### **MONTHLY CLASS PAYMENTS**

1. Once enrolled in class you have the opportunity to keep your spot each month by paying for the next month of class on time.
2. Emails will be sent to remind you to pay for the next months class along with the deadline.
3. If you do not pay by that deadline, your spot will be released.
4. A payment page exists for enrolled students, so you are welcome to pay before that email arrives, as we will supply you with the link upon enrollment.
5. Due to Covid, we are keeping class sizes small and therefore the demand for a space may be big sometimes, please be sure to pay for your spot on time if you want it.
6. We accept cash and checks in person at the studio only. Please do not mail either.
7. Returned checks will incur a \$25.00 fee.
8. We accept payments online and in person by credit or debit card.
9. We do not give refunds for non-attendance.
10. There are no make-ups for absences. There are make-ups offered should we need to close for a weather related event, however we cannot guarantee the make-up date will always work for all students.
11. Members receive a 10% discount on classes. Please be sure to put the code in when you purchase online.

### **PER CLASS STUDENTS**

This applies only to the following classes:

**ZOOM INTRO ADULTS / ZOOM INTERMEDIATE ADULTS / ZOOM ADVANCED ADULTS**

These spots are limited and when available, need to be purchased no later than 48 hours before the class to insure you are on the class list and can get your Zoom invitation on time.

There are no refunds for missed classes.

## **MEMBERSHIP PAYMENTS**

- \* Class is not included with membership.
- \* Your membership subscription is managed through PayPal and we do not hold your financial information.
- \* Your payments are automatic through them every thirty days.
- \* You can cancel membership at any time. We cannot cancel it for you. It is very easy to cancel, there is a link at the bottom of your statement from them to take you right to it.