



REGISTRATION FORM

Please return form by mail, fax, or email.

Attn: Gabriella Mingoia: Conservatory Associate, Studio A.C.T., 30 Grant Avenue San Francisco, CA 94108 / Fax: 415-834-3210 / studio@act-sf.org

For questions please call 415-439-2444 / Visit us at www.act-sf.org/conservatory

Student's Name	Birth Date	Gender	New Student?
Home Phone	Cell Phone	Student's Email (*required-Your registration confirmation will be sent via email)	
Address	City	State	Zip

Please check one: (optional for statistical purposes):

- Nonresident/alien
- Race and ethnicity unknown
- Hispanics of any race

For non-Hispanics only:

- American Indian or Alaska native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Two or more races

Person to notify in case of emergency	Phone Number	Relationship to Student
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I am registering for enrollment in the following course(s):

1. _____ Course	Day/Time	Instructor	Tuition
2. _____ Course	Day/Time	Instructor	Tuition
3. _____ Course	Day/Time	Instructor	Tuition
4. _____ Course	Day/Time	Instructor	Tuition

Non-Refundable Library Fee (**all students**) \$5.00

Non-Refundable New Student Registration Fee (**new students** only) \$20.00

Non-Refundable Registration Fee (**returning students** only) \$7.00

Discounts _____

Payment options

- Paying in full today
- Paying half today and automatically charge the balance to my credit card on the first day of class.
- Paying half today and will bring a check for the balance on the first day of class.

Payment

- Check: payable to A.C.T. (Mail to: Attn Lizz Guzman, Studio A.C.T. 30 Grant Ave. SF, CA 94108)
- Credit card: Visa, MasterCard, or American Express

Total _____

LETTER OF AGREEMENT

This is a letter of agreement existing between the American Conservatory Theater (the School) and the applicant indicated on this form (the Student) for the purpose of stipulating the conditions and terms of the Student's enrollment.

- **Scheduled Classes:** All classes are held at 30 Grant Avenue, San Francisco, CA unless otherwise noted. The student has received a course statement indicating the start and end dates scheduled classes.
- **Tuition Payment:** At least one-half of the total tuition has been collected from the Student as a condition of enrollment. The total balance, if any, is due and payable on or before the scheduled start of the Student's first class. **FAILURE TO PAY THIS BALANCE IS CAUSE FOR DISMISSAL.** A \$10 fee will be assessed for returned checks.
- **Discounts:** (1) A.C.T. Subscriber Discount: Twenty per cent reduction of tuition from one course during the season that you are currently subscribed. (2) Multiple-Course Discount: If at any time during the session the Student is enrolled in three or more courses, the higher priced course will always be assessed at full price. Your least-expensive class will be assessed at one-third off.
- **Withdrawal and Refund Policy:** If there is not sufficient enrollment the course will be cancelled and all tuition paid refunded in full. **REQUESTS FOR WITHDRAWAL FROM THE COURSE BY THE STUDENT MUST BE RECEIVED IN THE OFFICE IN WRITTEN FORM NO LATER THAN 24 hrs BEFORE THE SCHEDULED START OF THE SECOND CLASS. NO REQUESTS FOR WITHDRAWAL WILL BE ACCEPTED AFTER THIS DEADLINE.** The request **MUST** be made in writing. Requests in the form of voice messages whether in person or by telephone will not be accepted. If faxed, the request must be sent to 415.834.3210. If emailed, the request must be sent to studioact@act-sf.org. The School's receipt of the request will be confirmed by telephone or email. **IF WITHDRAWING BEFORE THE SCHEDULED START OF THE FIRST CLASS, THE STUDENT WILL BE FINANCIALLY RESPONSIBLE FOR THE PRORATED COST OF THE FIRST SCHEDULED CLASS UNLESS THE REQUEST IS PROPERLY RECEIVED NO LATER THAN 24 hrs BEFORE THE SCHEDULED START OF THE FIRST CLASS.** If the above procedure is followed, the Student will be eligible for a refund and will receive the amount of course tuition paid, MINUS (1) all non-refundable fees (2) a \$40 withdrawal fee, and (3) the prorated cost of any scheduled class held before the acceptance of the written request, and (4) the cost of adjusting any course discount and (5) any outstanding library or returned check fees. Allow ten working days to process. If the Student is dismissed by the School at least 24 hrs before the scheduled start of the second class, the Student will be eligible for a refund according to the above refund schedule. The Student is not eligible for a refund if dismissed after 24 hrs before the scheduled start of the second class. The Student is not eligible for a refund if expelled.
- **Appropriate Behavior On Premises:** All Students in A.C.T. programs must conduct themselves in a manner conducive to an environment of positive learning. Respect, courtesy, and care are mandatory. Being on time for all classes and rehearsals is required. Breaches of common decency in behavior will be cause for disciplinary action up to and including expulsion.
- **Students with special needs** must notify the director of Studio ACT of their precise nature, including documentation, immediately after acceptance to the program. Upon receipt of notification and documentation, A.C.T., in compliance with the Americans with Disabilities Act, will then consider what reasonable accommodations may be necessary to meet those special needs.
- **First Class, Class Make-ups:** The Student must be present at the scheduled start of the first class of the enrolled course(s) unless permission for absence has been obtained from the program director. **FAILURE TO BE PRESENT OR OBTAIN PERMISSION IS CAUSE FOR DISMISSAL FROM THE COURSE(S). THE STUDENT WILL BE FINANCIALLY RESPONSIBLE FOR MISSED CLASS.** Any cancellation of a scheduled class by the School will be made-up and rescheduled. Absences by the Student from a scheduled class will not be made-up. The School reserves the right to provide substitute instructors when necessary.

By signing below the Student registers for enrollment in the A.C.T. Conservatory according to the conditions and terms outlined in The Letter of Agreement and accepts enrollment upon receipt of confirmation from the Conservatory. The Student also acknowledges that the Studio A.C.T. Student Handbook will be read upon receipt on the first day of class, (also available online at www.act-sf.org.) and will be familiar with its contents and abide by the procedures and regulations contained therein.

Student Signature

Student name (PRINT)

Date

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