



THE ACTORS' WORKSHOP

Teaching Talent

College Foundation Course Contract - STUDIO

Covering the Academic Year from September 2020-2021

This document sets out the relationship between you (THE STUDENT) and The Actors' Workshop (TAW) and details the responsibilities of each party for the duration of the course.

Agreement between:

The Actors' Workshop

Administrative Address: 48 Rosemount Road, Flax Bourton, Bristol BS48 1UQ

Contact: Clara Marullo

and

Name _____

Address: _____

Email _____

Phone _____

Provision of services - TAW undertakes to provide the following:

- TAW undertakes to provide 10.5 hours of tuition per week, spread over three terms averaging 12 weeks each. The course is as reasonably priced as possible, based on a rate of £6 per hour.
- We aim for all classes and rehearsals take place at our Studio on Upton Road, Bristol BS3 1QZ. *Due to the developing situation with the Covid-19 pandemic, we may have to teach some or all of the course online from September but will move as much as possible to the studio as soon as it is safe to do so. We are deeply committed to our students and will ensure that everyone receives what they need to make the necessary progress.*
- The course includes a fully produced professional showcase at a major theatre at the end of the academic year. *It is a requirement that all students participate in the showcase.*
- All TAW tutors are trained professionals with significant industry experience, who constantly further their practice, both through performing and teaching.
- Training is focused on the skills needed to get into UK drama schools at either BA or MA level, and includes audition technique, sight-reading and extensive monologue work alongside the main disciplines of acting, singing and dancing. We consider ourselves at the forefront of part-time actor training and are passionate about delivering relevant, high quality professional tuition.

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www.theactorsworkshop.co.uk



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- We are proactive in offering practical advice and guidance to students and their families - about the audition process, the colleges and the industry - both via the course materials provided at the beginning of the year and in person via information evenings and one-to-one interviews.
- We provide a safe and nurturing environment for all and take the time to get to know our students and develop their individual talent. All students are continuously monitored and assisted throughout the audition process.
- Fire Safety, Health and Safety, Child Protection and Risk Assessment policies are updated regularly and are available to view at our Studio and on our website. All tutors working with young people under 16 have enhanced DRB checks.
- College Foundation Course Students wishing to take additional classes at The Actors Workshop (jazz dance, small group singing, Saturday masterclasses) may do so at a discounted rate. (Exact discount for each activity will be advertised on The Actors' Workshop's website.)
- Although we cannot guarantee that our students will be awarded places on BA/MA courses at drama schools, our track record indicates that students from The Actors' Workshop consistently beat the odds. Over the past ten years, an average 80% of students have been offered places at drama school.

Terms and Conditions – THE STUDENT agrees to abide by the following:

BACS details:

Lloyds Bank

16 The Triangle
Clevedon
BS21 6NG

Account – The Actors' Workshop
Account number – 49263168
Sort Code – 30-18-88

For international payments:

IBAN: GB05LOYD30188849263168
BIC: LOYDGB21445

PAYMENT OF FEES

Fees for the College Foundation Course at The Actors' Workshop are £2500 per year, payable in the following ways only:

- Deposit of £250 (and signed contract) due by 1st July 2020 to guarantee a place on the course.
- Full balance paid on 1st September 2020 **OR** 9 monthly payments of £250 on the first of each month from September – May, *by standing order only*.

By agreeing to these Terms & Conditions, you agree that if your fees are not paid on time, a late fee of £30 per month will be added to your invoice.

Please note that we no longer accept cheques.

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- **PUNCTUALITY**

There's a saying in the performing arts industry that "early is on time, on time is late, and late is unacceptable." THE STUDENT undertakes to arrive punctually for classes and to inform Clara on 07970 748640 if he/she is unavoidably late or absent.

- **USE OF STUDIO**

THE STUDENT agrees to treat Factory 8 and its users (including the hallways and toilet) with respect and to clean up/put away any furniture moved, crockery used etc. There is a strict no smoking policy both in the building itself and in the surrounding area. (With a primary school next door, there can be no smoking on Upton Road.)

- **CLOTHING**

Please wear loose, comfortable clothes you can move in, dancewear for dance classes and NO OUTDOOR SHOES IN THE STUDIO. We recommend that everyone brings a pair of jazz shoes to rehearsal.

- **NOTICE TO LEAVE:**

WE REQUIRE SIX WEEK'S NOTICE IN WRITING IF YOU DECIDE TO LEAVE THE COURSE.

If you leave without notice being given, then the following fees must be paid in lieu of notice.

September-December: £375 January-March: £500

Anyone leaving the course after 31st March 2021 will be liable for full remaining course fees regardless of notice.

Failure to pay any fees owed will be referred to our Solicitor and action taken to recoup funds as necessary.

- **SHOWCASE**

TAW's College Foundation Course showcase (usually at the end of May) is an integral part of your training and a valuable means of showing your work to industry professionals and the public. By signing this agreement, THE STUDENT agrees to make him/herself available for this showcase and to take part in all rehearsals/the performance. TAW negotiates theatre hire months in advance and undertakes to provide reasonable notice of dates/times.

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- During June 2021 you will have the opportunity to participate in a theatre-in-education project, *World Voices Workshop*, taking a devised piece to local schools. This is co-produced and directed by The Actors' Workshop and Gathering Voices. It is a wonderful way to end the year and gives you a professional credit on your CV.

Signatures

We agree to the terms and conditions as set out in this agreement

Signed on behalf of The Actors' Workshop

Signed by THE STUDENT

.....

.....

Clara Marullo - Director

NAME.....

Date.....

Date.....

In the interests of cutting down on the astonishing amounts of paper that go back and forward when contracts are exchanged our protocol is now this: we regard this agreement as binding on both sides if you send back an e-mail that has the same agreement attached and completed, and write that you agree all the contents therein. Your e-mail must be sent within seven days of your place being offered, or we reserve the right to withdraw the agreement.