



# THE ACTORS' WORKSHOP

## Teaching Talent

### College Foundation Course Contract

Covering the Academic Year from September 2017 – June 2018

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 eight hours of tuition per week, on Wednesdays (4.30-10.00pm) and Sundays (11.00am - 2.00pm) spread over three terms averaging 12 weeks each. The course is as reasonably priced as possible, based on a rate of £7 per hour.
- All classes and rehearsals take place at our Studio on Upton Road, Bristol BS3 1QZ; showcase will be at a professional theatre.
- 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](http://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 on a memory stick 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. All tutors have enhanced DRB checks.
- College Foundation Course Students wishing to take additional classes at The Actors Workshop 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.

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

- **PAYMENT OF FEES**

Fees for the College Foundation Course at The Actors' Workshop are £2000 per year, payable in the following ways only:

- Deposit of £200 (and signed contract) due by 1<sup>st</sup> August 2017 to guarantee a place on the course.
- Full balance paid on 1<sup>st</sup> October 2017 **OR** 9 monthly payments of £200 on the first of each month from October – June, *by standing order only*.

**BACS details:**

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

*Please make cheques payable to  
The Actors Workshop.*

*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.*

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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 ON THE DANCE FLOOR**. We recommend that everyone brings a pair of jazz shoes to rehearsal.

▪ **NOTICE TO LEAVE**

WE REQUIRE HALF A TERMS NOTICE IN WRITING SHOULD YOU DECIDE TO LEAVE THE COLLEGE FOUNDATION COURSE. If you leave without notice being given, then half a term's fees must be paid in lieu 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.

### 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

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Clara Marullo - Director

NAME.....

Date.....

Date.....