

STUDIO POLICIES FOR SEYDWAYS ACTING STUDIOS

Studio Policies

The following is a list of policies, which apply to all of the members of Seydways classes. When you enroll at Seydways Acting Studios, you must agree to follow these policies.

Payment

Seydways Acting Studios is based on a “pay-as-you-go” policy. Payment is due at each session. Your payment reserves your place in class. We encourage everyone to pay on a monthly basis whenever possible. Should you fall behind in payment for more than two (2) weeks, please make arrangements with the individual instructors. All checks should be made payable to “Seydways Acting Studio” and given to your instructor. You are also welcome to pay for your classes through “PayPal” ([click here](#)). A \$20.00 processing fee will be charged for any RETURNED checks and a \$ 20.00 fee will be charged for any STOP PAYMENT placed on checks. There are no refunds for missed classes or dropped classes.

Questions Regarding Class

You should feel free to talk to your individual instructors with any questions regarding class. For business related issues, [please contact us here](#).

Auditing

The Studio allows auditing. You only have to [contact us](#) to set up a time to audit. Depending on the work being done in class sometimes auditing is not allowed in a particular class. When you come to the audit, bring a hard copy of your headshot and resume with you with all your current information on it.

Tardiness

Late arrival and early departure from class is not encouraged. It is your responsibility to arrive on time and plan to stay throughout the duration of class. Leaving class without notifying your instructor can be very disruptive for your fellow students. However, we recognize the nature of the business of acting. If you need to arrive late or leave early, please make arrangements with your instructor ahead of class.

Absences/Conflicts

If you must be late, leave early, or miss a class, please notify the instructor as soon as possible. If the notice is less than 24 hours, please call the individual instructor's before the beginning of class. There are no make-up classes or rescheduled sessions. You are responsible for the payment of each class whether you are able to attend or not. This payment insures your space in class, as enrollment is

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limited to 12 students for the ongoing classes. If you need to take a leave of absence for any reason, you have two options: 1) you may pay to reserve your space in the class; or, 2) you may drop out of the class and go to the top of the waiting list once you want to return to class. There are no guarantees as to how quickly a return request will be honored. Note: a leave of absence cannot be taken retroactively, for instance after missing class for a month without contacting the administrator, you must first pay for that month and then you may take a leave of absence.

Food

Eating, snacking, drinking, in class is not allowed. The exception to this is water. Please consume before, after or during the breaks outside of the studio. We also ask that attention be paid to placing any and all garbage in the correct receptacles.

Cell Phones/Electronics

Ah, the age of technology! All cellular phones must be put on silent upon arrival to class. We encourage everyone to get in the habit of turning off all electronic devices upon your entrance into the studio. We all know how disruptive it is to the creative process to have phones ringing through class work. Due to the personal nature of our class work, we have a “no-recording” policy unless approved by participants/students.

Smoking

NO SMOKING is allowed in class.

Violence/Physical Harm

If your scene involves any physical violence or physical combat, REHEARSE IT, BLOCK IT, PRACTICE IT. It is imperative to insure the safety of all actors involved. Therefore, it is the responsibility of the actors to keep scene work as safe, spontaneous and creative as possible. In this case, “safe” means that everyone involved in the scene as well as in the studio is immune from danger or threat due to the carefully considered actions and choreography of the actors. “Spontaneous and creative” does not mean out of control. If at any time you or your partner does not feel safe, you should stop the scene immediately. If you are doing a scene that requires a gun or weapon, insure the safety of these props. Real weapons are not allowed in class. You should also inform your instructor that a prop weapon is being used for the scene. A scene that introduces a weapon without prior knowledge to the instructor will be stopped. During the Stretch Work/Improvisational Work in the class, there is NO VIOLENT PHYSICAL CONTACT ALLOWED WHATSOEVER. This includes shoving, kicking or throwing of objects. There are two reasons for this rule. The first reason is obvious: safety; the second reason acknowledges that the “improvised” nature of Stretch Work cannot predict, rehearse or practice any violent outburst. When the urge to resort to a physical outburst arises in Stretch Work, it is encouraged to express that impulse through language or sound.

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Furniture/Studio Damage

The studio provides very basic props and furniture for scene study. Should you need additional or specific props for your work, it is the responsibility of the actors to provide those props. You are welcome to store props in our closet, but do not leave valuables. The studio is not responsible for any valuables left in the space. With regards to the furniture and performance environment, you must pay for any and all damages/holes to the performance space. If the actor needs to destroy something during a scene, the student must bring that object/set piece to class.

Props

Do not leave props in class. If you bring valuables, please take special care of them. If you leave something in the studio unintentionally, call our administrator immediately and ask that they secure it for you.

Termination/Removal From Class

Each instructor is asked to assess the student's participation in the studio classes. Enrollment in our classes requires a tremendous level of commitment from each student. Lack of commitment, consistent tardiness, unpreparedness, and excessive overdue accounts can constitute grounds for dismissal from class. Any display of disrespect or abuse will result in immediate termination from the class. Any student in threat of termination will receive one (1) written warning from the studio.

Agreement of Confidentiality

The nature of any in-depth exploration remains very personal and, at often times, very revealing. With that understanding, we ask that all members of any studio classes sign an Agreement of Confidentiality (insert form link). It is then agreed that anything said, experienced, performed or written in class remains confidential. No information, professional or otherwise, regarding other class members or instructors shall be discussed beyond the confines of the specific class. Any breach of this confidentiality in any manner could result in removal from class.

Equal Opportunity

Seydways Acting Studios and its students adhere to a strict policy of equal opportunity in which no member shall be discriminated against on the basis of race, creed, color, religion, gender, sexual orientation, national origin, ancestry, age or any physical or mental disability. Seydways Acting Studio seeks to provide an environment free from verbal, physical or sexual harassment. The studio and its members will not tolerate any form of sexual harassment or any other conduct that has the purpose or effect of interfering with an individual's training and experience. All members are expected to be sensitive to the individual rights of everyone affiliated with the studio.