



Academy of Creative Training

Brighton Hove

01273 818266

www.actbrighton.org

info@actbrighton.org

WORKSHOP APPLICATION FORM

Personal Details

Name: _____

Address: _____

Post Code: _____

Telephone: _____

Email: _____

Date of Birth: _____

Disabilities: _____

Previous Experience in Drama:

Workshop Dates: _____

Payment Agreement – For the person paying for the workshop.

I understand that I will need to pay a non-refundable deposit of £65 to book my place on the course and that I must pay the balance of the course fee (two week workshop) at least 2 weeks before the course starts. I understand that if I fail to pay the full course fee I will not be eligible to attend the first class.

Email address for invoice to be sent: _____

Parental Permission – For students 16-17 yrs old apply for the workshop

To be completed by the parent/guardian only. I give my permission for my son/daughter to attend the Two Week Workshop. I am aware of the nature of the course and the course hours.

Signed _____ Date _____

Phone: _____ Email: _____

Please read and sign the full terms and conditions on the following page.



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TERMS AND CONDITIONS OF THE ACT WORKSHOP

Professional Conduct

- The Academy of Creative Training reserves the right to refuse or withdraw applications from the Workshop.
- Violence, abuse or harassment of any form – verbal or physical, damage to equipment or premises or any form of illegal activity will not be tolerated on the premises. Anyone engaging in any such activities will be asked to leave the course and no refund of course fees will be given.
- Participants attend workshops at their own risk. Please note that ACT cannot take responsibility for any items brought to, or left on the premises.
- The tutors have the right to remove individuals from classes where their behaviour is deemed to be detrimental to the quality of the session for the majority.
- Please arrive on time for classes as latecomers may not be admitted.
- ACT makes every effort to ensure that details about classes are correct, but we reserve the right to make changes without notice.
- Food or drink may not to be consumed in any studios.

Payment, Fees and Cancellations

- To book a place on the course applicants must pay a non-refundable deposit of £65. Once they have accepted and been booked on the course the outstanding amount is due no less than 2 weeks prior to the course commencing. ACT reserves the right to refuse participants entry to class on the first day if fees have not been paid.
- Cancellation of a place on the course must be done at least 7 working days before the course commences. Only the balance of fees (£35 Two Week Workshop), if already paid, will be refunded. No refund is available for cancellation after this time.
- If a course is booked within 2 weeks of its commencement date the whole amount is due to confirm the booking.
- No refund will be available if you miss the first day of a course and the tutor refuses to accept you for the remainder.
- If you cannot attend a class you must call reception on 01273 818266 so that the tutor can be informed.
- We can only transfer you once between course dates. A second transfer will necessitate a new application and payment.
- I have read the terms and conditions and I the undersigned agree to abide by the terms and conditions and understand that they will take effect on receipt of application by ACT.

Signed: _____ Date: _____