



## ASPA-FTV TERM ENROLMENT POLICY

New *Actor Training* and *Film Maker Training* students may trial a class for \$25 in the first week of term. If the student wishes to continue after completing the trial the remaining fees (\$230 AT and \$305 FMT) will be due before the next class.

Regular AT and FMT Students are required to re-enrol prior to term commencing. This can be done by calling the office on 1300 345 688 or emailing [renata@aspaftv.com.au](mailto:renata@aspaftv.com.au) CTP students will automatically be re-enrolled as this is a 12 month course.

As classes are now reaching capacity each term we must have notification prior to term starting if an AT or FMT student intends to return otherwise their place will be given to a new student.

## ASPA-FTV TERM FEES PAYMENT POLICY

1. All students will be required to pay their fees in full one week before the term commences.
2. A grace period will given to regular students up until the 2ND week of term to settle fees.
3. Trial classes must be paid for before the class commences. The remaining balance for the full term must be paid before the next class.
4. Students will not be permitted to return to class if payment is not received by the due date and no prior arrangement has been made with Company Directors.
5. Forfeited places in the class will be offered to students on the waiting list in week 2.
6. If you feel you just can't make payment by the due date we will consider accommodating special circumstances. We simply ask that you give us a call well in advance and work out an arrangement. The most challenging part of late payments is when we have no communication from parents despite numerous reminder emails that fees are overdue. The most important part is that we are all aware (teacher, student and parent) of the student's enrolment status.
7. Payment arrangements are worked out based on past payment records and are at the discretion of the Directors.
8. Payments are accepted by direct deposit and credit card. Cheques are only accepted by mail – teachers cannot collect cheques in class. Cash in also not accepted on site.
9. Direct Debit Payment Plans are available for 12month enrolments only – this must be pre arranged before term starts.

## DISCOUNTS

1. 10% discount is available to second + family members.
2. Early Bird Discounts are offered via email prior to term commencing. These discounts are set by the Directors on a term by term basis. One Discount Voucher is valid per family.

## ASPA-FTV CANCELLATION AND REFUND POLICY

**ASPA-FTV does not give refunds as a general policy.**

Details of refund policy are:

1. Deposits are non-refundable under any circumstances – transfer to another course may be considered under special circumstances at the discretion of the Directors.
2. Refunds on full *Actor Training, Film Maker Training* (CTP not included) or Holiday Workshop course payments will be considered under the following circumstances:  
Cancellation 2-1 weeks before course commencement – 25% Cost of course (cancellation fees)  
Cancellation 1wk-48hrs before course commencement – 50% Cost of Course (cancellation fees)  
Cancellation 48hrs or less of course commencement – 100% Cost of Course - No Refund (cancellation fees)
3. Should a student withdraw from an AT or FMT Term course once the Term has commenced credit may be given under special circumstance for example chronic illness or bereavement, for any future classes (in regular AT or FMT course program only – holiday workshops, and CTP not included) for use within 12 months of being awarded. Classes are only credited from the time ASPA-FTV is informed in writing that a student cannot continue with the course. You cannot back-date for missed classes before notification.
4. Bereavement of course will be considered.
5. Refunds will be issued should ASPA-FTV be unable to offer the course.
6. All general absences throughout the term are not eligible for credit. For example Mary has been attending Everton Park Actor Training and cannot attend the week 7 class due to a school camp – this missed class will not be eligible for credit nor can it be made up at another location or time slot.
7. ASPA-FTV Courses are subject to change. ASPA-FTV reserves the right to change course curriculum and to replace teachers and staff when necessary with suitably experienced teachers and staff. ASPA-FTV reserves the right to change the locations, dates and times of courses when absolutely necessary with minimum inconvenience as possible.
8. If a class or performance is cancelled due to an act of God, natural disaster, adverse weather or for any other cause reasonably beyond ASPA-FTV's control, there is no right of refund or exchange, and no obligation is assured by ASPA-FTV for the arranging of a substitute class, workshop or performance.