

AMERICAN ARTS FILM & TELEVISION  
ACADEMY, LLC - BUSINESS  
11050 MOORPARK ST, APT 2  
NORTH HOLLYWOOD, CA 91602  
SPACE STATION CASTING -STUDIO  
950 N CAHUENGA BLVD,  
LOS ANGELES, CA 90038



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[WWW.AAFTA.US](http://WWW.AAFTA.US)  
[ASSISTANT@AAFTA.US](mailto:ASSISTANT@AAFTA.US)



**LA EXPERIENCE**  
FULL TIME PROGRAM

### LA EXPERIENCE FULL TIME PROGRAM (PLEASE TICK BOX)

Gender:

Male  Female  Non-Gender  Trans  N/A  Mr  Mrs  Ms  Miss

First Name:

Surname:

Middle Name:

Full Time Graduate (10% discount)

TAFTA  WAAPA  Other

City & Year

LA Exp Graduate (20% discount)

Yes  No

Address:

Home Phone:

Mobile Phone:

Email:

Agent:

Birth Date:

Australian Passport Number

Have you been convicted of any criminal activity?

Yes  No

Have you been denied a VISA to the USA?

Yes  No

If YES, to either of the above questions please explain:

### MEDICAL INFORMATION (PLEASE SPECIFY)

Do you currently suffer or have you previously suffered from any mental health issues? (Please Tick and Specify below)

Anxiety  Depression  
 Schizophrenia  Psychosis  
 Bipolar Affective Disorder

Other:

Will you/your guardian agree to undergo a psychiatric assessment if required?

Yes  No

Please list any other conditions we should be aware of and that may affect travel or course completion (Please Specify):

Are you on ANY Medication: (Please Specify)

Will you/your guardian agree to provide us with any medical documentation we may need?

Yes  No

AAFTA believes in equal opportunity and does not discriminate on the basis of race, colour, religion, gender, age, national origin, disability, marital status, or sexual orientation. AAFTA asks for students to disclose any current or past medical conditions so that we can ensure all special needs are met to develop a thriving environment for every student.

## PROGRAM DETAILS & PAYMENTS (PLEASE TICK BOX)

### PROGRAM DATES:

Fall 2019

Sept 21st - Nov 30th

Summer 2020

June 22nd - Aug 29th

Fall 2020

Sep 26th - Dec 5th

Summer 2021

June 19th - Aug 28th

### PROGRAM FEES:

INDIVIDUAL COURSE \$5500.00

HALF YEAR PROGRAM \$8800.00

Discount if applies: 10%

20%

Total Program Fee: \$

### ACCOMMODATION ASSISTANCE:

APPROX \$3000 - \$6000USD (AFFILIATE PARTNER - OAKWOOD/AVA APARTMENTS)

\*Please note prices vary depending on exchange rate & accommodation rates at time of year. Rates are based on quad shares(4 people), twin share (2 people) or single rooms (King)

\*Please note accommodation is **NOT** included as part of the LA Experience however AAFTA can provide options for assistance with our partner accommodation Oakwood Apartments/AVA

\*Please note whilst all we endeavour to assist you with requests, these are not requirements or responsibilities of AAFTA. Students are free to seek alternative accommodation.

AAFTA will provide an accommodation booklet upon request.

Do you have any accommodation requests e.g. Single Room or Studio? Female only? Please specify.

Note: These requests need to be confirmed and may accumulate additional costs.

### DEPOSIT/PAYMENT PLAN:

NON-REFUNDABLE TOTAL: \$2000.00USD

**DIRECT DEPOSIT - AMERICAN ARTS FILM & TELEVISION ACADEMY, LLC**

**CHASE BANK 322271627 Routing 286330326 Account**

**Address: 11050 Moorpark St Apt 2, North Hollywood CA 91602**

**CREDIT CARD - Please arrange to speak to Course Director (Credit Card Fees Apply)**

**PAYPAL - [director@afta.us](mailto:director@afta.us)**

**TRANSFERWISE - [www.transferwise.com/jessicaf250](http://www.transferwise.com/jessicaf250)**

PAYMENT PLAN	FULL PROGRAM	AFFILIATE GRAD	LA EXPERIENCE GRAD	HALF YEAR
Deposit	\$2000.00	\$2000.00	\$2000.00	\$2000.00
1st Instalment	\$1000.00	\$1000.00	\$1000.00	\$2000.00
2nd Instalment	\$1000.00	\$1000.00	\$1000.00	\$2000.00
3rd Instalment	\$1000.00	\$950.00	\$400.00	\$2000.00
Final Instalment	\$500.00	\$0.00	\$0.00	\$800.00

**ALL FEES MUST BE FINALISED IN USD BEFORE COMMENCEMENT OF THE PROGRAM.**

**NO REFUNDS ARE AVAILABLE ONCE THE PROGRAM HAS BEGUN.**

**MULTIPLE PAYMENT OPTIONS ARE AVAILABLE. PLEASE CONTACT AAFTA FOR DETAILS**

**PLEASE ACKNOWLEDGE YOU UNDERSTAND THIS BY SIGNING BELOW**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## AMERICAN ARTS FILM AND TELEVISION ACADEMY, LLC POLICY, CANCELLATIONS/ CHANGES

Coaching staff and curriculum content will be at the sole discretion of American Arts Film & Television Academy, LLC and or its staff. Whilst all efforts will be made to offer the teacher, venue or program time as specified in advertisements AAFTA LLC reserves the right to substitute any teacher, venue or program time. Where such change to the teacher, venue or program time is made, AAFTA is not responsible for any loss or cost to the student associated with any such change. Any variation in the coaching/ teaching/ extra curricular hours will be at the sole discretion of American Arts Film & Television Academy, LLC and or its staff.

American Arts Film & Television Academy, LLC reserves the right to alter/cancel any program prior to commencement or part way through. If the cancellation is made by AAFTA before any program course fees paid will be refunded in full. Any cancellation part way through a program, refunds will be offered for any classes not held or alternative make up classes will be scheduled. Where alterations to programs including dates may occur, refunds are only an option if alternative solutions can not be reached. This refund will only be for payments made after the initial deposit.

Travel insurance **MUST** be purchased upon acceptance into program and cover you for items such as: Course cancellations/alternations, flight cancellations/alterations, medical costs in the US, lost items etc. AAFTA is not responsible for ensuring you are covered in any circumstances such as these.

Sessions unattended are forfeited and no credits will be issued.

Students **MUST** attend at least **80%** of the course. Failure to do so may lead to suspension from any agent and manager showcases. Exceptions can be made if the student is medically (physically or mentally) unable to complete the classes required.

If serious medical circumstances occur, substantial proof (including doctors certificate) must be provided to AAFTA for your place in the program to be deferred until such time as health returns. In these circumstances, the entire program must be paid for prior to the deferral. Unless an agreed upon amendment is reached. In the event that deferral due to health reasons is not retrieved there will be NO FURTHER refunds issued. Deferral into another program can only be taken within the following 12 months.

There can be no withdrawal from the LA Experience after commencement. Fees must be paid in full prior to departure.

Students understand and agree that they will be no longer permitted to attend any classes without the right to refund and without any notice if they:

- (1) Fail to meet the attendance requirement of his/her visa
- (2) Engages in any lewd, unethical, fraudulent, criminal and/or immoral conduct
- (3) Pose a threat of any kind and/or causes any harm or damage to themselves or anyone associated with AAFTA or to any property of AAFTA and/or its employees, agents or students
- (4) Arrested, incarcerated or in any way the subject of or person of interest in any investigation

Any delay or failure in the performance by AAFTA hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, labor strikes, that prevent ECA from providing services, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this Agreement. Please be advised that, as an international student, it is your responsibility to be aware of and understand the international laws and regulations that you are subject to.

American Arts Film & Television Academy, LLC will endeavour to provide schedules to students a minimum of one week prior to class commencements. This will endure for the duration of the program. Changes to these schedules may occur and students **MUST** priorities these changes.

American Arts Film & Television Academy, LLC provides assistance to aide you throughout the duration of the program. Whilst all efforts are made to be available to you, please note our staff can be very busy so please contact your course coordinator with any/all concerns.

AAFTA is not responsible for ensuring students have accomodation. Whilst every effort is made to assist you, if a significant solution can not be reached, AAFTA reserves the right to cease all accommodation assistance. Should you choose to change accommodations whilst in Los Angeles, AAFTA must be notified of the address and changes MUST NOT impact on the course completion.

AAFTA will not be liable for any accommodation inhabitability. AAFTA MUST approve all accomodations prior to course commencement.

Whilst AAFTA does not discriminate, students must inform AAFTA of any physical or mental disabilities that may inhibit a student from completing their program. Failure to do so will result in immediate expulsion from any AAFTA program. AAFTA encourages students to have additional funds put aside should any mental health issues arise and the need to meet with psychologists or psychiatrists is required. AAFTA students will be able to complete their program as long as they are seeking the appropriate treatments and they are not a danger to themselves or others. Please note: You MUST Inform your travel agent of any pre-existing conditions prior to obtaining your insurance. This protects you in case of any issues that may occur whilst completing the program.

AAFTA has right to remove any student should they pose a danger to themselves, other students or any AAFTA associate or staff member.

AAFTA has the right to expel or suspend students for any inappropriate behaviour against our code of conduct.

Any person who fails to complete an AAFTA Application Form prior to any program will not be allowed to attend AAFTA classes, even if fees have been paid, until AAFTA has received a signed Application.

### **DEPOSITS/ REFUNDS/ TRANSFERS**

On acceptance into the program, students must pay a \$2000USD NON-REFUNDABLE deposit within 30 days. Should this deposit not be paid within 30 days. The place will become available to another applicant.

Upon signing these terms and conditions, students agree to pay the NON-REFUNDABLE \$2000USD deposit. Should students withdrawer from the program, transfer to another program is possible but no refund will be issued.

Should a student advise withdrawal from the program more than 90 days prior to commencement, any fees paid above the \$2000 deposit will be refunded. If a student advises their withdrawal from the program within 90 days of commencement, the entire program fee is required to be paid. Students are still required to pay the full course fee regardless of transfer to an LA Experience at a later date. We do not advise transfers.

There will be no other refunds or transfers. Any refunds or transfers sought will be considered at American Arts Film & Television Academy, LLC sole discretion.

There will be no reimbursement or refunds to any student who is suspended or expelled from any AAFTA program.

Payment plans are available to all students. Payment plan agreements must be adhered to at all times. There will be no amendments to payment plans, unless significant evidence can be provided, and with permission from the studio director. Any payments not received by set dates will incur a 10% interest fee.

I, \_\_\_\_\_ confirm that I can read, write and speak English with proficiency to hereby have read the above AAFTA POLICIES and agree to abide by the terms and conditions as set out above.

Signature:

Date: (e.g. 11/30/20)

## **CODE OF CONDUCT**

American Arts Film & Television Academy, LLC expects full attendance at all classes for students to gain the most benefit from the program, and that students are professionally engaged for said classes. Where students are experiencing problems we encourage you to contact the AAFTA Director (Jessica Orcsik) as quickly as possible.

**Students must adhere to the AAFTA Code of Conduct (below) and understand that they are representatives of AAFTA. If the Code of Conduct is disregarded, or if a student continually disrupts classes, they will be asked to leave the program without any financial penalty to AAFTA.**

### **Participants must**

Sign into every program each day of classes.

Advise the Program Director, relevant teacher or class supervisor personally if they cannot attend, need to leave early or are running late before the class begins.

Teachers reserve the right to lock the door at the start of class to avoid disruption to their teaching. If this occurs, students must wait outside the room until they are invited into the class without disrupting the class by knocking, calling or texting anyone in the room.

Learn ALL scripts provided to them and present each one professionally at the time of the workshop or class. Where no scripts are provided we expect students to come to class prepared and ready to fully engage in the process. If students attend class unprepared on at least three occasions, they will be issued with a written warning. Any further instances of unprofessional behaviour as stated above may result in expulsion from the program without financial compensation to the student or loss to American Arts Film & Television Academy, LLC

Work in a collaborative spirit: Often in film/TV roles, you will be cast alongside individuals that you do not care for; this may also be the case during class. We expect professionalism in class, as any employer would expect on set. If students do not behave in a professional manner, they will be given a written warning. If the behaviour continues after the warning, they may be asked to leave the program without financial compensation to the student or loss to AAFTA.

Be supportive. As actors we can often feel insecure. The classroom is a learning environment and as such all students should feel respected and safe to explore their creativity.

Be respectful of the studio space and all property within it, along with other users of the studio space.

Adhere to the guidelines and contracts set out by American Arts Film & Television Academy, LLC in the student guides.

### **Participants must NOT**

Discriminate against or harass colleagues, students, teachers or members of the public on a number of grounds including: sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment, sexual preference or political or religious conviction. Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977 and may result in expulsion from the program without financial compensation to the student or loss to American Arts Film & Television Academy, LLC.

Arrive in class under the influence of alcohol or hallucinatory or social drugs of any kind.

Be disrespectful to fellow students or teachers which includes but is not limited to continual lateness to class, prior non-disclosure of attendance to class, language deemed offensive by teachers and/or class associates.

Engage in any social activities that affect course completion. AAFTA requires all students to be professional at all times and keep personal issues/feelings away from the classroom and any social activities where all students are present.

I, \_\_\_\_\_ hereby have read the above CODE OF CONDUCT and agree to abide by the terms and conditions as set out above.

Date: (e.g. 11/30/20)

Signature:

## **STUDENT RESPONSIBILITIES**

**The following must be organised by students prior to departure for the USA. American Arts Film & Television Academy, LLC cannot take responsibility for these as conditions vary for each person;**

### **Passport**

Students are responsible for ensuring that their passport is up to date and valid for entry in to and out of the United States. Students must be aware of the rules and regulations relating to their own passports.

### **Visa**

Students must be aware of the rules and regulations around Visas and entry into the United States. Due to recent adjustments made in immigration, AAFTA now urges all students to obtain a B1/B2 Visa. Should you have any potential restrictions contact, or need advise/help please contact AAFTA Staff.

### **Healthcare**

Students are advised that health care availability is extremely limited in the USA. We strongly advise travel and health insurance to be purchased prior to departure. If you choose not to purchase insurance we cannot assist you in the case of accident or emergency. Examples of good cover can be found with CoverMore (<http://www.covermore.com.au/travel-insurance?gclid=CJSbj4S9pMMCFYGSvQodb3IATQ>) or 1cover (<https://www.1cover.com.au>). We also recommend 'Cancellation Cover' so that if you are forced to return home, you may be able to claim the cost of your course fees and accommodation.

### **Flights/Transfers**

Students are responsible for booking and purchasing their own flights and airport transfers. We suggest booking these flights as soon as possible to ensure that the best prices are available. Student flight programs are always great for savings. Travel & Accommodation booklet will be sent to all students.

### **Living Expenses/Spending Money**

Students are required to pay for their own meals, transport and personal expenses for the duration of the program. Students should consider the exchange rate when determining the amount required. As a guide, you can expect to spend \$USD 75 - \$USD150 per week on food depending on whether you eat out or cook your own meals. Transport can cost \$USD50-\$USD100 per week depending on whether you travel/sightsee or stay at home, and whether you take transport or rent a car. Social activities could be up to \$USD100 per week. This comes to up to \$USD350 per week.

\*\* Please consider the exchange rate in calculating funds required for 10-12 weeks.

\*\*\*Additional expenses to consider are; extra curricular classes outside of AAFTA include memberships (AIF) (up to \$USD150 per week), headshot shoot (\$USD250-500), headshot prints for networking purposes (\$USD100) sightseeing and shopping. AAFTA will endeavour to arrange studio tours and may be able to negotiate free entry but any reduced rates or entry fees payable are the responsibility of students (up to \$USD300).

\*\*\*\*Students will also be encouraged to sign up to 'Australians in Film' whilst in Los Angeles. Each week AIF runs a series of events, including film premieres, panels and Q&A's. This is a great networking opportunity for Australian actors and a great way to support fellow Australians in LA. The cost is \$USD100.

## **Transport**

While AAFTA endeavours to hold classes in our locations close to accommodation, this is not always possible. Where transport is required to attend classes, students are responsible for this cost. Transport approximately \$USD30 per day, which can be shared amongst up to 4 people. Uber/Lyft is a very popular and safe option that requires the user to download an app and must be paid for with a credit/debit card. Public transport is also available.

\* Please ensure you have a credit card applicable to use over in USA. Otherwise we advise setting up UBER/LYFT prior to departure.

[rentalcars.com](https://www.rentalcars.com) provide a great service with renting vehicles. You can opt to rent your own car or share expenses with those living with you in your apartment. Should you need contacts please don't hesitate to contact your course director.

\*Please ensure you have FULL insurance provided with this car.

## **Materials**

Students should bring with them electronic copies of headshots and CVs so that they may be printed if required for networking purposes. They should also be emailed to AAFTA prior.

## **Mobile Phones/Internet**

Students are required to be contactable by staff at all times and need to provide details as soon as possible to [assistant@aafta.us](mailto:assistant@aafta.us) SIM cards can be purchased through a range of providers in Australia at competitive rates or on arrival in the US. Low cost plans are available from carriers like T-Mobile, Verizon, AT&T and more.

Internet is included in the accommodation however students should consider purchasing a mobile internet package for the duration of their stay. Students should be contactable at all times.

## **Outside Events and Classes**

We encourage students to attend classes or workshops outside of our studio whilst in Los Angeles but note that these must not clash with our schedule of classes (including any last minute schedule changes). We also note that students are representing AAFTA at all times (including at studio visits and other organised activities) and as such must adhere to our code of conduct at all times.

## **Coaching Sessions/Self Tapes**

Quite often the opportunity for students to work with out coaches one on one occurs, this may be in relation to self tapes for managers or just for development of skills. Please ensure you budget for this in your savings. Sessions range from \$2000 to \$50 per hour depending on the coach. Our course director will be available at a special discount rate for AAFTA students only.

## **Scripts/Printing Materials**

Students are required to print out scripts for classes prior to attendance. Although Oakwood Apartments does provide a place for you to print, in many cases we have had issues with Paper or Ink. AAFTA suggests purchasing a ream of paper prior to the course commencement and perhaps looking into nearby locations that can also print, in case of any issues. Our Course Director will also have a printer in case of emergency only.

## CLASS ETIQUETTE AND CODE OF CONDUCT

### STUDENT OBLIGATIONS

No laptops, mobile phones, iPads or similar devices are allowed in or during class times unless specifically required for class content (ie recording devices). Students will be instructed to leave class if their use of such devices is deemed disruptive and they do not comply with requests to discontinue use. If students continually disregard this rule, American Arts Film & Television Academy, LLC reserves the right to implement their dismissal from the program, with no financial penalty to American Arts Film & Television Academy, LLC.

Students must advise AAFTA of any medical conditions (e.g. allergies, diabetes, epilepsy, asthma (provide asthma plan), current/chronic illness, disability (mental/physical), learning difficulty (eg dyslexia), pregnancy, or any special requirements as well as next of kin and emergency contact numbers.

Students must adhere to the AAFTA Code of Conduct (below) and understand that they are representatives of AAFTA. If the Code of Conduct is disregarded by any student, AAFTA reserves the right to discontinue any classes to that student without any financial penalty to AAFTA. Students will be marked on attendance and anything less than 80% will be considered a fail within the program.

### Checklist

Prior to departure, students must provide the following to American Arts Film & Television Academy, LLC

- Headshot
- Showreels
- Resumes
- Airline tickets- Flight details provided to AMERICAN ARTS FILM & TELEVISION ACADEMY, LLC
- Copy of passport
- Copy of visa information (B1/B2)
- Evidence of travel/health insurance
- Full Payment Provided

PLEASE PROVIDE IN CASE OF EMERGENCY CONTACT:

(NAME)

(PHONE)

(RELATIONSHIP)

**AAFTA takes no responsibility for conditions that we have not been made aware of. I agree all the information provided on this form is true and agreed to by**

(signature)

(date)