

- Session fees are **due ON** the LAST TUESDAY and THURSDAY of each month for returning members - even if you are absent. Add a \$10 fee for each week you are late. Currently - session fee for actors is **\$250 per month** even for 5 week months. **\$150 for writers**. **\$225** for both if you are taking both classes on New Year Promotional Rate.
- **NEW ACTING MEMBERS:** I ask for an initial commitment of 3 months. You must pay for your 1st session (sessions are 4 weeks or 5 depending on the month) on your first class and for your next session on the last Tuesday or Thursday of that same month.
- After those initial 3 months of participation - your commitment is month to month.
- If you are going to leave our class you must let me know by the 2nd TUESDAY or THURSDAY of the month. I am already pairing you up with a scene partner and choosing a play for you to work on. I am already mapping out exercises for you personally. I am already counting on your engagement and participation. If you do not tell me you are leaving by the 2nd Tues. or Thurs. of the month - you will be financially responsible for the work I've already prepped for you for the upcoming month. This means your payment for the next month will still be due on the last class of the month. If you skip out on this class and avoid payment you will not be able to rejoin class at any point.
- **NEW WRITING MEMBERS** -I ask for an initial investment of 6 months. After the initial 6 months your participation is month to month. I am always thinking about your writing. Thinking about the next steps, about how to move it forward and get it into the hands of the right person or people. The space and the other writers are trusting you with their stories and truths. We are counting on you to be there and move through our projects and processes with us. When a member withdraws unexpectedly - it takes time to readjust to not having their energy and contribution weekly. We ask that you carefully consider before jumping into writing class. Writing class is for writers with long term goals. It is not for those who want to try their hand at writing. It is not for hobbyists.
- When any member withdraws with respectful notice -they may re-enter scene study or writers group at any time (contingent upon space availability) but will have to pay the current session fee. If a member left with a promo rate - they cannot apply that rate when they return if our current rate is more than what they were paying when they left.
- When a member re-enters - it's best to re-commit to 3 months though we can discuss individual circumstances.
- Auditing is appropriate for artist non-performers and for actors / writers waiting for a member seat to open up. If there are no active seats available - you can always grab an auditor's chair to keep up to speed with our work and our community. A continual auditor's chair is \$10 per week. You may have your auditor's chair until a participating seat becomes available.
- The best week to invite someone to audit for actors is the last week of the month as it is performance week. For writers - any class is open to auditors although we do that you choose your audience carefully. We share very personal information in writing workshop and expect for the space to remain safe at all times.
- Some months we have "guest actors" - this is when an actor has been asked to come to class and participate because of his or her level of expertise or because I know of something specific I'd like for them to demonstrate in class. If you are a guest actor - we are so excited to

have you and thank you for your participation. We hope you will love our family and come back as a contributing community member.

- Scholarship and Financial Hardship: I know everyone comes upon hard times. I will always work with anyone on pricing. We are artists. We are all struggling and starving. Your talent, loyalty and commitment holds a lot of water with me. I will work with you while you work with me.

Payment methods

- Checks made out to Bullet Production Services are accepted on the last Tuesday and Thursday of the month. Cash is always
- Cash must be in an envelope marked with your name. Please have correct change. I will not make change. I will not “owe” you or put any money towards next month.
- PayPal - click the BUY button on our web page. The address for the account is: <https://thestreetsmartsofacting.com> You can also VenMo me at @elizabethregen
- If you're paying late, include \$10 for each week you are late. Checks, PayPal and Venmo are not accepted - only CASH is accepted after the due date.

Attendance Policy

- If you must miss a class, let me know ASAP. Stay in touch with the community and your scene partner.
- The class size is limited- your session fee holds your seat.
- Session Fees are not refunded for missed classes. A missed class cannot be credited forward.
- I offer a 1/2 hour of private audition coaching in exchange for a missed class. The credit is good only in the month of the absence. Honor system - you keep track of your missed classes. I coach on Thursday's from 5:00 - 6:30 in the space.
- Credit may also be used for cold reading sessions if you pair with another member who has credit.

- If I must cancel a class, Michael Vaccaro will facilitate the evening with as-planned schedule.
- When you withdraw, your seat will given to a wait-listed actor. If the roster is full when you request to re-enter, you may audit till a seat opens. Returning members have priority over new students.

Please schedule talk-time with me through Michael if you have any questions or issues?