



Studio Policies and Procedures

Age requirement

The Studio Program and all associated workshops are designed for adult students, aged 18 and older.

Deposits and payments

We accept cash, checks and major credit cards (Visa, MasterCard, Discover, and American Express) for all tuition payments.

A non-refundable \$100 deposit is required to secure your place in all studio classes. The deposit will be credited to your tuition due. Tuition and fees must be paid in full before the start of class.

Refunds, transfers and withdrawals

Portland Actors Conservatory is committed to finding the correct class for all aspiring actors. Artistic Director Beth Harper is available for consultation upon request.

Written intent to drop a class must be submitted to [Office of the Registrar](#) prior to the class start date for a refund of monies paid, minus the non-refundable deposit. If a student elects to defer their registration for another class offered within the same academic year, their deposit may be used for the later class.

Upon written cancellation received after the course begins, the student may use monies paid to credit another future course within the same academic year, minus the non-refundable deposit and a prorated amount for classes that have already been offered.

Refunds will only be issued in cases of serious illness or military service. Requests for refunds must be submitted to [Office of the Registrar](#) with documentation within 2 weeks of your last attended class. Documentation includes medical certificate or induction service papers. Students must include a brief explanation of reasons for withdrawal and the date of the final class attended.

Scholarships and discounts

Portland Actors Conservatory believes the arts and arts education should be available to all aspiring artists. To this end there are limited need-based scholarships and a variety of discounts available.

- PATA members are eligible for a 20% discount on all classes
- Students who register for multiple classes simultaneously are eligible for a 15% discount on each additional class. The highest price course will be assessed at full tuition and each additional class will be discounted 15%.
- A limited number of need-based scholarships are available. Please contact the registrar at [Office of the Registrar](#) or (503) 274-1717 for details and an application.

Returned checks

All returned checks will be assessed a \$25 penalty. If a second check is returned from the same student, we will no longer accept personal checks from that individual.

Credit cards, cash, and money orders are all acceptable forms of payment.

Attendance

Theatre is a collaborative effort and all must be present and available to find truth in every moment. Attendance is mandatory for all students at Portland Actors Conservatory. Students are expected to arrive promptly and stay for the duration of the class. Your classmates, scene partners and teachers are disrupted every time that you are late or absent. Students who are repeatedly late or absent may be asked by the instructor to withdraw from the class.

Disruptive behavior

Instructors are responsible for maintaining an effective learning environment in their classroom. A faculty member fulfilling their responsibility within these guidelines shall receive support of the PAC administration. A faculty member therefore has the obligation to remove, without physical force, a disruptive student from their classroom. Disruptive students are expected to immediately comply with the faculty member's request. The instructor shall report incidents to PAC administration office within 24 hours. Any subsequent request to leave a classroom may result in disciplinary action including, but not limited to probation, suspension or expulsion from the program. Any student removed from class because of disruptive behavior forfeits all monies paid.

Health and Safety

PAC is committed to providing an environment in which structured learning can occur. In order to fulfill the educational objectives, each student, as a representative of PAC, shall respect the rights and privileges of the PAC community. Incidents that occur away from the PAC facility, that violate local ordinances, state or federal law, may affect the safety of the PAC community. Alleged violations of the Student Code of Conduct or state/federal laws may result in disciplinary action ranging from a warning letter, to probation, suspension or expulsion from the program.

Students are not permitted to video tape any portion of classes unless given specific permission by the PAC Artistic Director. Your classroom should be a safe work environment without fear of being exploited online. Students who violate this policy will be removed from the program.

Violations may include but are not limited to:

- Drugs: possession, sale, distribution, use or involvement of any kind with non-prescribed controlled substances
- Harassment or assault at PAC or PAC sponsored functions
- Weapons: possession and/or use of weapons including but not limited to firearms
- Theft: theft, attempted theft or possession of stolen PAC, student or faculty property
- Damage to property: deliberate damage to PAC property
- Conduct: conduct that endangers the safety or health of others
- Uses of facilities: unauthorized entry to or use of PAC facilities

Liability

Students freely and knowingly assume all risk incidentals to participating in all classes/rehearsal/productions at Portland Actors Conservatory. Students understand and accept that PAC, its staff and faculty are not responsible for injury to persons or property related to participation in class. As a student, you here by agree to release Portland Actors Conservatory, its officers, directors, employees or other agents from any liability arising out of or related to any activity, accident, or incident that occurs in class or on premises.

Additional key information

- All classes meet at 3121 SW Moody Ave – Artists Repertory, at Zidell Yards in the South Waterfront neighborhood, unless otherwise noted.
- Classes at Portland Actors Conservatory are active and have limited lecture components. Students must wear clothing and shoes that allow for full movement. Students are also encouraged to bring a water bottle to class.
- Classes are filled on a first-come, first-served basis.
- Portland Actors Conservatory reserves the right to substitute instructors when necessary.
- On-site parking is available. On street parking requires payment.
- Portland Streetcar, via Downtown / Portland State University stops across the street from the building.