

The Actors Conservatory

Studio Policies and Procedures

Age requirement

The Studio Program and all associated workshops are designed for adult students.

Deposits and payments

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

Payment for a class in-full is required to secure your place in all studio classes.

Refunds, transfers and withdrawals

The Actors Conservatory is committed to finding the correct class for all aspiring actors. Artistic Director Michael Mendelson is available for consultation upon request.

Written intent to drop a class must be submitted to Joy Andrews (joy@pac.edu) prior to the class start date for a refund of all monies paid. The student may also elect to use monies paid to credit another future course within the same academic year.

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 a prorated amount for classes that have already been offered. If requested, refunds will be issued on a case-by-case basis. Requests for refunds must be submitted to Joy Andrews (joy@pac.edu) within 1 week of your last attended class. Students are encouraged to include a brief explanation of reasons for withdrawal and the date of the final class attended.

Grants and discounts

The Actors Conservatory believes the arts and arts education should be available to all aspiring artists. To this end, a limited number of need-based partial tuition grants are available. The grant [application](#) is available on our studio page.

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 checks are all acceptable forms of payment.

Attendance

Theatre is a collaborative art form and all must be present and available to find truth in every moment. Attendance is mandatory for all students at The Actors Conservatory. Students are expected to arrive promptly and stay for the duration of the class. Your classmates, scene partners and teachers are

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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 TAC 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 TAC 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

TAC 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 TAC, shall respect the rights and privileges of the TAC community.

Students are not permitted to video tape any portion of classes unless given specific permission by a teacher. 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 TAC or TAC sponsored functions
- Weapons: possession and/or use of weapons including but not limited to firearms
- Theft: theft, attempted theft or possession of stolen TAC, student or faculty property
- Damage to property: deliberate damage to TAC property
- Conduct: conduct that endangers the safety or health of others
- Uses of facilities: unauthorized entry to or use of TAC facilities

Liability

Students freely and knowingly assume all risk incidental to participating in all classes at The Actors Conservatory. Students understand and accept that TAC, its staff and faculty are not responsible for injury to persons or property related to participation in class. As a student, you hereby agree to release The 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 the Tiffany Center - 1410 SW Morrison St. (5th Floor) Portland, OR 97205

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- Classes at The 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.
- The Actors Conservatory reserves the right to substitute instructors when necessary.
- Paid street parking is available.
- Portland Streetcar, MAX, and Trimet bus stops are located nearby.