



## **Kathy Wickline Casting Registration Policy**

1. Congratulations, you are registering at one of the most prestigious locations for acting classes in Philadelphia. We at KWC are known for our smaller, more individualized classes/events. To keep the integrity of classes intact, we do not allow enrollment of more than 8-10 students on most of our classes (applies to classes over one-day events). So best to register sooner than later to guarantee your seat.
2. In order to keep our classes small we contract the teachers' time for the entire length of each class. Therefore, because of our professional obligation to the teacher, refunds or credits will only be given to individuals who cancel for emergency situations and must be used within one year. Emergency events will require proof (i.e. hospitalization.) We will however attempt to apply the fee (minus administrative fees) to another class/event if possible.
3. At KWC registering for a class does not guarantee acting jobs. Sure we do think about the students when an opportunity arises, however KWC reaches out to agents and managers for talent. So best to get representation.
4. There is a \$35.00 fee for checks returned for non-sufficient funds. This along with balance must be paid in either money order or cash before you resume the class.
5. Payment in full is preferred in order to secure a class. If not possible, a \$100 deposit is required to register for any class or workshop priced over \$100.00. Balances are due one week prior to the start of class. If this is not possible please contact KWC for special arrangements.
6. ONE-DAY or ONE-NIGHT seminars/workshops must be paid in full upon registration.

### **Fine Print:**

KWC reserves the right to postpone or cancel a class/workshop/event due to unforeseen circumstances.

KWC reserves the right to postpone a class for up to a period of 8 weeks.

KWC reserves the right to hire a substitute teacher of equal caliber if the situation warrants it.

KWC reserves the right to use photos or written testimonials students may give about a class as promotional material.