

Hi,

Welcome to Drama Inc. We're so glad you're joining us for classes and workshops. Most of this information is on the website or in welcome emails but please read important policies below and **keep this page for reference**. You will still receive the welcome emails for all classes with information on getting to class and/or any preparation for the first day. It also serves to confirm your attendance so read that carefully and **be sure to reply**.

General:

Drama Inc is an acting studio that offers classes, workshops, audition taping, headshots, demo reels, and career consultations. All Drama Inc. seminars, workshops and classes are for educational purposes only and will not secure or provide opportunity for employment in the field or representation by an agent.

All of our classes are stand alone/à la carte and you are welcome to enroll in any of our virtual classes from anywhere in the world. All class times are in Eastern Standard Time. All classes fees and prices are on our website. All classes are 18 and over (adult) unless otherwise specified (Youth Classes).

Getting to DI and class:

Address: 650 Hamilton Ave SE, Atlanta, GA 30312 - Brick building with garage and stairs leading up to an awning. Not the apartment complex.

Park in front of the building, on the side of the building, or in the church parking lot across the street (toward Boulevard). Do not park or attempt to park in the back of the building or at 1040 Hamilton (they will tow). Be aware of NO PARKING signs. Do NOT leave valuables visible in your car.

When you arrive at the building door, please use the call box to scroll to "G" and use the arrow keys to click down to Drama Inc. Then hit the center green arrow button to ring our phone & we'll buzz you into the building. Once inside, look for the erase board for directions to the Suite. (If the callbox is not working, please email your instructor and info@dramainc.net.)

Virtual Classes:

The instructor will give you general Zoom information in the welcome and will send Zoom links. Zoom links may be sent the day of class or may be in the welcome email.

Absences:

You are free to miss class as you need however, it is up to each individual instructor whether they will offer a make up for excused absences. Please ask your instructor but be aware most do NOT offer makeup classes. We do not prorate for either excused/unexcused absences.

Make up classes:

We consider illness, emergencies, and booked speaking roles (not background/extra work) with prior notice (as far as possible), as excused absences. Anything else is generally unexcused. Unexcused absences cannot be made up. If it's an excused absence, you may be able to make up the class by going to another class of the same level in the same month with approval from both instructors. We understand that some classes (especially one off classes) do not have multiple sessions concurrently, but unfortunately, we have too many students to accommodate make ups for each and every absence for every class. You can ask a classmate for notes or catch up in the following classes. You can also ask the instructor the best way to make up missed work. We do not prorate for either excused/unexcused absences.

Audits:

To maintain the integrity of the classroom and protect our currently training students in sensitive scene work, we no longer offer audits. If you'd like more info about a class or classes, please let me know which one(s). I am happy to connect you to the instructor who can answer any questions you have.

Covid Vaccine:

We have lifted the Covid vaccine and testing requirement. HOWEVER, if you have any symptoms of illness, whether Covid or not, we ask you to respect the safety of everyone in class and at the studio and please stay home.

Some instructors may ask you to test or be vaccinated. Please adhere to their safety standards in their classroom.

With the rise and fall in Covid cases/positive tests, we reserve the right to go virtual if we feel there is too large a spike or if we have positive tests.

Contacting DI:

With classes and tapings, email is the best way to contact us. Please check your SPAM folder if you are awaiting any emails from us.

Email your instructor if you are going to be absent or late and cc info/aditi (email addresses below). Welcome emails will be sent from the instructor's email address (all classes).

Info@dramainc.net

Aditi@dramainc.net

If you're going to be late for a **workshop**, email Info or Aditi.

Classroom Guidelines:

No food in the studio. Energy bars are okay.

Bring your own water.

Doors will open 10 minutes before class. The classroom will not be available to enter earlier.

Allow time for traffic and to find parking.

Let your instructor know if you're going to be late or absent.

All Drama Inc. instructors are working actors. In the event that an instructor books a job there will be a substitute teacher, or we may have to schedule a make-up class.

Cancellations//Drops/Credit:

Drama Inc. does not offer refunds if you drop/cancel a class. If you drop/cancel a class more than 1 week before the start date, you will receive a *full credit* for the amount paid good for one year from the date of purchase. Drops, cancellations, or changes within a week of the start date will be subject to a \$75 administration fee subtracted from your credit amount. Cancellations less than 2 days of start date and anytime after, are not eligible for credit.

If you have credit, email Aditi to use it. **Credit expires one year from first booking.**

On Camera Classes:

Email info@dramainc.net or aditi@dramainc.net for submission instructions to OC Essentials or Intermediate if you have *not* been cleared through OC Basics. OC Basics is open to new students, however if you're new to acting/have never taken an acting class before, you must take Acting Fundamentals. OC Advanced and Professional are invite only.

Because we've restructured our OC classes, you may be reassessed and placed into another class. This is to adhere to more specific criteria we've created for each level to maintain consistency in each class. If you have not taken a camera class at Drama Inc in the past year, you may have to re-submit. Please email info@dramainc.net for instructions. Re-evaluations may be done periodically.

Just a general note about ongoing camera classes, students work at the specific level, over months or longer (like a gym), until the instructor feels they are ready to advance at which point, the higher level instructor and student are brought together for an assessment/approval. Actors may be in an OC for many months or more, depending on the level of work and training needed before advancement. If you feel ready to advance, talk to your instructor.

Ongoing/Advanced Classes:

Please note that all students approved into an ongoing class are required to commit to 3 consecutive months. Especially before asking for a reassessment or putting the class on their resume. This is so that once you get the format and structure in your bones, you can jump in whenever you need to without losing valuable class time remembering how to be in class. The first month must be paid in full and a non-refundable deposit of \$75 each for the remaining two months must be paid before attending. We are always happy to make payment arrangements.

You are NOT automatically enrolled into subsequent months of ongoing classes. You'll need to sign up for EACH month and it's your responsibility to check the Drama Inc. website to determine when the class becomes available. If a class is full, email info or Aditi to get on the waitlist.

Classes are billed monthly and enrollment is calendar month to month. Our monthly on-going classes are priced low enough so people can remain in them from month to month knowing there will be things that come up and there will be classes missed. We do not prorate ahead of time.

If you are approved into an ongoing class for the first time, it is your responsibility to enroll for month two and three. You will be enrolled and charged for the next months unless you have been approved to skip months due to extenuating circumstances. After the initial 3 month commitment, you should pay in full when you enroll.

Payments:

All classes must be paid in full by the first class; extenuating circumstances can be discussed. You can enroll with the deposit online but balances are due on the first day. If you need a payment plan, you must contact Aditi to discuss and confirm. **NOTE: Aditi will automatically run your card on the first day if other arrangements have not been made.**

For ongoing classes, after the initial 3 month commitment, you should go ahead and pay in full when you enroll. If you needed to enroll with a deposit, here's how you can pay the balance (due on the first day of class):

1. If you've created an account with Acuity when you enrolled in classes from the website, you can log in and see all your appointments and make changes and pay.
2. If you haven't created an account with Acuity, **save your enrollment notification emails!** In those emails, you can pay by clicking <<View Appointment Details>>. If you've deleted these and don't have an account, email me for your unique balance link.
3. I run cards on the first day of classes for any balances if other arrangements have not been discussed. That is the default and just know I'll charge on your first class. I will reach out if the card is expired/doesn't go through. I will send a link to update your card and make the payment.

If you need to be enrolled because you have a credit, email info or Aditi.

A credit card processing fee between 3% & 4% of total will be added to each cc transaction.

Venmo @DramaInc - Make sure <<Turn on for purchases>> is OFF. Put "[class] [month/year]" in the notes. If it asks for the last 4 digits of a phone number - 4689.

If you have an outstanding balance, you will not be able to enroll in any future classes till the balance is paid.

Payment plans:

The default payment plan is available to everyone when you enroll on the website. → You can hold your spot using the deposit and the final balance will be due on the first day of class. (Make sure to note the drop policy (above) as this applies to deposits too.)

If you need a different payment plan, email Aditi to discuss. After a deposit is paid, we split up the balance into equal amounts depending on how many weeks are left till the first day of class. You can pay weekly, biweekly (every other week), or just pay the remainder on the first day of class. We ask that the balance is paid in full by the first class. We can discuss extenuating circumstances if you enroll too close to the first day of class.

I can run your card or you can Venmo. If you Venmo, it is your responsibility to pay according to the schedule. I will try to send email reminders but I will charge cards on file if I don't see a payment/response.

Venmo *@DramaInc* - Make sure <<Turn on for purchases>> is OFF. Put "[class] [month/year]" in the notes. If it asks for the last 4 digits of a phone number - 4689.

Questions/Troubleshooting:

Please feel free to contact your instructor, Aditi, or one of the partners, if you have any questions, issues, or concerns. We will do our best to resolve any issues in a timely manner.

This document is under constant revision as and when things come up - so please make sure you always have the most up to date versions - these will be sent through your Welcome Emails. **V. 10-2023**

We love having you here with us and look forward to seeing you in classes!