

# Sweet Courses & Workshops

## Conditions and Application Procedure

*Please read carefully and retain for your records*

1. Once you have completed the application form, please send it to Sweet Acting Studio, 42 Theobalds Road, London, WC1X 8NW.
2. Sweet Acting Studio will call and/or email students to let them know they have received a place on the course/ workshop within 5 working days.
3. Please sign up only after you have decided to attend the workshop / course. When your place has been confirmed, we ask that you pay the full fee within three days otherwise we may release your place to the next person on the list. All course and workshop fees are non-refundable. Please note that if you fail to show up for the workshop / course, are unable to complete the course or miss classes, will none of the fees be refunded.
4. We accept payment by cash (in person), cheque (payable to J Caddy) and Paypal. Please pay cash in person at, or send cheques to, Sweet Acting Studio, 42 Theobalds Road, London, WC1X 8NW. If paying by Paypal, please visit [www.sweet-uk.net](http://www.sweet-uk.net) for payment procedure.
5. Class fees are refundable if we are notified in writing 15 or more days before the first class. There will be no refund if notification is less than 15 days prior to the first class. Any request for a refund must be in writing stating the reasons (with documentation as applicable) you feel a refund may be warranted.
6. Class fees are also refundable if a workshop / course has been cancelled or postponed by Sweet Acting Studio. You will be notified by Sweet Acting Studio if the workshop / course you have signed up for has been cancelled and a refund will be arranged accordingly.
7. The maximum number of students per course will be limited to 12. Sweet Acting Studio reserves the right to postpone any workshop / course if we do not have enough participants and will notify all participants who have signed up and paid.
8. In the event that a start date cannot be set within this time, you will be placed on a waiting list until there are sufficient students for the next workshop / course to begin. You can contact us at any time to find out the status of your application.
9. All evening courses run from 7pm-10pm. Weekend workshops run between 10:30am – 6:00pm. Classes take place at our studio: 1<sup>st</sup> Floor, 42 Theobalds Road, London WC1X 8NW unless otherwise specified.
10. If any classes are cancelled, postponed or cut short by either Sweet or your instructor, you will be entitled to an extra class (or part thereof) to cover for any time lost.
11. Sweet Acting Studio accepts no responsibility for any loss or damage to property or injury to persons that may occur in the premises or in the common parts of the building.
12. Subject to demand and time availability of the students and teacher, once a course has come to an end, some classes may be able to continue for another term or until further notice.
13. These details may be subject to change without notice. An updated copy will be available at all times as a downloadable pdf from our website ([www.sweet-uk.net](http://www.sweet-uk.net)).

Office Use Only							
Checked by		Teacher					
Confirmed Dates		Deposit received	Y / N	Fees received	Y / N	Amount	
Notes:							

## Sweet Acting Studio: Course / Workshop Application Form

**COURSE/ WORKSHOP Applied for:**.....

**COURSE CODE (if applicable):**.....

### Personal Details

**First Name:**..... **Surname:**.....

**Address:**..... **Postal Code:**.....

**Telephone:** ..... **(Daytime)** ..... **(Mobile)**

**Email:**..... **Date of Birth:**.....

**Where did you hear about this course or workshop?**.....

**What do you hope to get out of this course or workshop?**.....

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*(Please tick the appropriate boxes):*

I have read and understood the Conditions & Application Procedure (previous page):  Yes  No

I understand that I will need to pay the fees in full within three days of being offered a place, either by cash (in person), cheque (payable to J Caddy) or via Paypal (additional fee applies)  Yes  No

I would like Sweet Acting Studio to retain my details to send me information about similar courses they may offer in the future. (Sweet Acting Studio will not share your details with any 3<sup>rd</sup> party.)  Yes  No

**Signed:**.....

**Date:**.....