



PO BOX 929 | Black Mountain, NC 28711  
828-357-8475 - tacasheville@gmail.com

---

Welcome to The Actor's Center Of Asheville! By joining class, you are not only committing to improving your work as an actor, you are joining an elite group of like-minded artists who are committed to working both the craft & the business of a serious career in film, tv, and commercials. By joining The Actor's Center Of Asheville, you will also be put on a business plan to help you envision, create, and execute your goals as a professional working actor. In addition, you will be given an amazing support group of actors that have committed to their craft as well by showing up each week, ready to work together. By being invited to study with The Actor's Center Of Asheville, you will be expected to adhere to the following policies and agreements listed below:

---

## **POLICIES & AGREEMENTS**

### **1. Attendance.**

Attendance is mandatory. There will be no refunds or "make-up's" for missed classes, regardless of the reason you have to miss. If you are a repeated "no-show, no-call" for class, are repeatedly tardy for class/leave early, or miss class for any reason other than a booking or emergency, you will be asked to leave temporarily until you have the adequate amount of time & dedication to devote to your craft and your fellow students at The Actor's Center of Asheville. If you are asked to leave class for this reason, you will be able to return only after a spot opens back up, & have met with Kevin Patrick Murphy & are able to commit to the guidelines & policies listed in this agreement. Please acknowledge \_\_\_\_\_ (initial)

### **2. Payment Policy.**

The fee for class is \$200 a month. Pay night is always the last class of each month. Students are required to bring payment in the form of cash, or Check to class on pay night. You may also pay by card for a small additional fee. Again, there are no refunds or make-ups for a missed class. If you suddenly fall under financial difficulties, & cannot make full payment, on pay night, you must contact Kevin Murphy to discuss your options BEFORE pay night arrives. If you forget/fail to bring FULL payment to class on pay night, you may only pay via invoice. After the 1st of the following month, payment will be considered late and additional late fees will apply. Please acknowledge \_\_\_\_\_ (initial)

### **3. Advance Notice.**

If you should have to leave or take a brief hiatus from The Actor's Center Of Asheville for any reason, you acknowledge that in order to guarantee your spot back in class, **you must fill out a 30 Days Notice form ON PAY NIGHT**, in advance in order to reserve your spot in class. You may ask the pay night attendant for a form. After you have filled out your 30 Days Notice form, you must have it signed and dated by your instructor, and hand it back in to our pay night attendant on pay night for it to be finalized. Please acknowledge \_\_\_\_\_ (initial)

#### 4. Non-disclosure Agreement.

One of the perks of being part of The Actor's Center Of Asheville is that you will be given audition material that is currently casting for major film, tv and commercial projects. You agree not to share, post, email, discuss, copy, or distribute this material to any 3rd party or persons who are not enrolled w/ The Actor's Center Of Asheville Classes. Please acknowledge\_\_\_\_\_ (initial)

#### 5. Sign Up Sheet.

As a student of The Actor's Center Of Asheville Classes, depending on your class, you are encouraged to sign up for, rehearse, and put up work in class as often as possible. Once you signup to perform a piece individually, if for any reason you are forced to miss class on that date, (i.e. sickness, unforeseen emergency, etc.) you are still responsible to find a classmate to cover your spot. The same goes for scene partners. If you or your scene partner signup for a specific date, and unforeseen circumstances force one of you to miss class, the student in attendance is responsible for either a. putting up a monologue themselves, or b. finding a classmate to put up a monologue in their place. Please acknowledge\_\_\_\_\_ (initial)

#### 6. Referrals & Social Networking.

If you are enjoying The Actor's Center Of Asheville Community, let folks know! While you are not required, it is encouraged and appreciated to spread the word about The Actor's Center Of Asheville via social media, word of mouth and other forms of positive promotion. For every student you refer to The Actor's Center of Asheville, you will receive \$25 off your tuition for the month your referral is accepted and joins TACA. That said, referrals do not guarantee admission to class. Referrals are still interviewed & evaluated on an individual basis. Discounts only apply to "successful referrals". Please acknowledge\_\_\_\_\_ (initial)

#### 7. Liability Waiver

As you study & work at The Actor's Center of Asheville facility, you acknowledge that your class is located inside the Artisan Warehouse Workspace/Eastside Business Park & that you are voluntarily participating in class at The Actor's Center Of Asheville Facility. You further acknowledge that you know, understand, and appreciate the inherent risks of the location, class & activities that may occur. You assume full responsibility, and hold Kevin Patrick Murphy & The Actors Center Of Asheville, free and clear of any and all injuries or damages to yourself & your belongings, that may occur to you while you are at The Actor's Center of Asheville's Facility location. Please acknowledge\_\_\_\_\_ (initial)

- By signing this agreement, you acknowledge and commit to the articles above. If for any reason, this agreement is breached, your association & enrollment with The Actor's Center Of Asheville will be evaluated for further action. You may be given a warning, or asked to leave, depending on the level of infringement to this agreement.

**Please sign, date and return to a member of The Actor's Center Of Asheville staff asap:**

---

STUDENT SIGNATURE

---

DATE

Sincerely,

---

PRINT NAME

Kevin P. Murphy & The Actor's Center Of Asheville