



## Student Information Sheet

*Please fill out the following information to the best of your ability.  
For representation please list rep name(s) and company.*

**Session: PILOT SEASON 2017**

### STUDENT INFORMATION

Student Name:

Birthday:

Phone:

E-mail:

Address:

Emergency Contact Name and Phone Number:

Recent Bookings:

### SOCIAL MEDIA

Facebook:

Instagram:

Twitter:

### PARENT INFORMATION (If Student is Under the Age of 18)

Parent/Guardian Name:

E-mail:

Phone:

Work Phone:

### REPRESENTATION

Agency:

Agency E-mail:

Manager:

Manager E-mail:

**How did you hear about ZBS?**



## ZBS Personal Appearance Release Form

We will be recording portions of class and events for educational, documentary, curriculum development, showcasing, and promotional purposes. If you wish to not be recorded, please write "I wish to not be recorded" at the top of this form and return it to the ZBS Studio Manager. *Please make note that due to class structure all students will be video taped as a part of class for educational purposes only, regardless of this policy.*

**Production Date(s):**

Ongoing

**Program Title (working title):**

Zak Barnett Studios: for documentation, curriculum development, showcasing, and promotional material.

**Participant's name (please print): Producer/Production Entity:**

Zak Barnett Studios

**Production Location:**

332 South La Brea. Ste 201, Los Angeles, CA 90036

I hereby authorize Zak Barnett Studios (ZBS) to record and edit into the Program and related materials my name, likeness, image, voice and participation in and performance on film, tape, digital media, or otherwise for use in the above Program or parts thereof (the "Recordings"). I agree that the Program may be edited and otherwise altered at the sole discretion of ZBS and used in whole or in part for any and all broadcasting, non-broadcasting, audio/visual, and/or exhibition purposes in any manner or media, throughout the world.

ZBS may use and authorize others to use all or parts of the Recordings. ZBS, its successors and assigns shall own all right, title and interest, including copyright, in and to the Program, including the Recordings, to be used and disposed of without limitation as ZBS shall in its sole discretion determine.

Signature of Person Appearing: \_\_\_\_\_

Signature of Parent/Guardian (Student under the age of 18): \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_



# ZBS PAYMENT AND CLASS POLICY

Effective Starting January 1st, 2017

## PAYMENT POLICY

### CORE

ZBS CORE classes are designed to be taken in 12-week increments. The student will be evaluated every twelve weeks to see if the student is ready to progress to the next level of class. The current cost of CORE and CRAFT classes is **\$325 per month with a 12-week commitment**. If after the first week of class the student decides that the studio is not for them, the future payments may be cancelled- but no future payments will be cancelled past the first week of class. If a student can only take class a month at a time (without the three month commitment), the monthly tuition cost will increase to \$400.00 per month.

**All students are required to have a credit card on file.** This card will be charged the current ZBS monthly-ongoing-rate every four weeks. Students are responsible for updating their card information once their past card has expired or in the event of a lost or stolen card. If declined, the studio manager will notify the student via e-mail; after which the student will have one additional week before payment is processed again. **If payment declines a second time, the student will then be charged an additional late fee equivalent to 5% of the student's monthly tuition.** You are welcome to pay using check or cash, but a credit card must still be placed on file for any outstanding balance at the end of a given session. Outstanding balances will be charged to cards the last day of each session (Pilot, Spring, Fall, Summer).

If for some reason you have difficulty making monthly payments, or need payments to be broken down into a payment plan please contact the studio manager at [studio@zakbarnett.com](mailto:studio@zakbarnett.com).

Agent referral discounts can only be used on your first twelve-week spread. **Students may not reuse agency referral discount codes.** Unfortunately if you have already paid for class we can not issue refunds or adjustments based on later promotions or discounts.

### CRAFT and SCENE STUDY

ZBS CRAFT and SCENE STUDY classes are all designed for students to be enrolled in ongoing monthly study. Because of this design, **after the first 30-days of class, students will automatically be enrolled in class month-to-month until they request cancellation with the studio manager by e-mailing [studio@zakbarnett.com](mailto:studio@zakbarnett.com).** **Unless it is the student's first month of class, cancellation requests must be submitted at least thirty days before the next month's class begins, otherwise the student (or guardian) will be responsible for the next month's payment.** This includes vacation. Unfortunately we cannot grant any refunds to students who request cancellation less than thirty days, as we hold a spot for that student on the rosters and have to turn down potential new students if the class is at capacity. If a student progresses from CORE to CRAFT or from CRAFT to SCENE STUDY their automatic monthly payment will continue with them into their next level class. If a student progresses to the MASTER level class, their ongoing payment will be credited towards their first payment of class.

**Duration of CRAFT Class:** CRAFT classes are often in private and semi-private formats. The pricing of the class will stay the same (\$400/4-weeks), even if the length of class decreases, as students in the private and semi-private class formats are given more one-on-one attention. **The duration of classes will be as follows:** 1-3 Students: 1 1/2 Hours, 4-6 Students: 2 1/2 Hours, 7+ Students: 3 Hours.

**All students are required to have a credit card on file.** This card will be charged the current ZBS monthly-ongoing-rate every four weeks. Students are responsible for updating their card information once their past card has expired or in the event of a lost or stolen card. If declined, the studio manager will notify the student via e-mail; after which the student will have one additional week before payment is processed again. **If payment declines a second time, the student will then be charged an additional late fee equivalent to 5% of the student's monthly tuition.** You are welcome to pay using check or cash, but a credit card must still be placed on file for any outstanding balance



at the end of a given session. Outstanding balances will be charged to cards the last day of each session (Pilot, Spring, Fall, Summer).

If for some reason you have difficulty making monthly payments, or need payments to be broken down into a payment plan please contact the studio manager at [studio@zakbarnett.com](mailto:studio@zakbarnett.com).

**The current ongoing study rate for CRAFT and SCENE STUDY is \$400 every four-weeks.** Proration will be taken on a case-by-case basis. Agent referral discounts can only be used on your first month of class at the studio.

**Students may not reuse agency referral discount codes.** Unfortunately if you have already paid for class we can not issue refunds or adjustments based on later promotions or discounts.

## MASTER

ZBS MASTER classes are designed as an overall arc that ranges from 9-weeks to 13-weeks. **To reserve a spot in the MASTER level class students must place a deposit down on the class.** This deposit will be equal to one third of the session tuition (example a \$1300.00 session would need a \$433.33 deposit). Session rates will be e-mailed to the students at least six-weeks before the next session starts.

**All students are required to have a credit card on file.** This card will be charged the additional payments on the first day of class for the session and one-month after the session begins. **Students who are currently enrolled in MASTER level classes at ZBS will automatically be signed-up for the next session and will be charged their initial deposit a month before the next session starts. Students must notify the studio manager at least thirty days in advance if they plan on not continuing in class at ZBS. If the student cancels with less than thirty-days notice the deposit will not be refunded.** Unfortunately we can not grant refunds to students who request cancellation less than thirty days before the next session begins, as we hold a spot for that student on the rosters and have to turn down potential new students if the class is at capacity.

**No refunds will be given past the first week of class into any given session.** If a student drops out of class past the first week of the session they will be responsible for the entire session tuition. A student who withdraws during the first week of the session will only lose their deposit.

Students are responsible for updating their card information once their past card has expired or in the event of a lost or stolen card. If payment is declined, the studio manager will notify the student via e-mail; after which, the student will have one additional week before payment is processed again. **If payment declines a second time, the student will be charged an additional late fee equivalent to 5% of the declined transaction.** You are welcome to pay using check or cash, but a credit card must still be placed on file for any outstanding balance at the end of a given session. Outstanding balances will be charged to cards the last day of each session (Pilot, Spring, Fall, Summer).

Agent referral discounts can only be used on your first session at the studio. **Students may not reuse agency referral discount codes for multiple sessions.** Unfortunately if you have already paid for class we can not issue refunds or adjustments based on later promotions or discounts.

If for some reason you need a different payment plan than the one offered for MASTER study please contact the studio manager at [studio@zakbarnett.com](mailto:studio@zakbarnett.com).

## CLASS POLICY

### MAKE-UP POLICY:

**Students are permitted to make up one class each month at the studio in a given session.** For make-ups the student may attend any class in their age bracket. For example, a student enrolled in Kids Master may make up in Kids/Tween Core, Kids/Tween Craft, Kids Dramatic Improv. Please e-mail [alex@zakbarnett.com](mailto:alex@zakbarnett.com) to schedule make-ups. **No more than two make-up students will be allowed per class. Make-ups will not be rolled over from session to session (Pilot, Spring, Fall, Summer). Make-ups may not be exchanged for private coaching or lessons. Students must be enrolled in class at ZBS in order to make-up class. There will be no make-ups in**



**Master Class the final two weeks of the session, as we will be coaching for our industry classes. Refunds or class credit will not be issued to students who have make-ups at the end of a given session.**

### **ABSENCE AND TARDINESS:**

If you are going to be absent from class please e-mail [studio@zakbarnett.com](mailto:studio@zakbarnett.com) so the absence can be recorded. If you are going to be late for class please call the studio at 323-746-5059 so the instructor can be notified. **If a student arrives unexcused more than fifteen minutes late the instructor reserves the right to only permit them to observe class rather than participate.**

### **REFERRAL POLICY:**

Students will receive a one-hour private (\$175 value) for referrals they give to ZBS. In order to bank the referral credit that new student must sign up for class, and must report your name to the studio manager. Students will not receive more than two free privates per session. Referral credits will not be transferred from session to session. Once you receive referral credit you will be sent a confirmation e-mail by the studio manager.

### **PRIVATE COACHING:**

To schedule private coaching please e-mail [studio@zakbarnett.com](mailto:studio@zakbarnett.com) or call 323-746-5059 during studio hours. If you need to request a coaching after studio hours, please call Alex's personal cell phone at 323-717-1573. **Do not call this number unless it is an emergency and past studio hours.** Coach availability is not guaranteed. Please consult [www.zakbarnett.com](http://www.zakbarnett.com) for current ZBS coaches and rates. Private coaching payment will be charged to the student's card on file. The studio has the right to increase pricing for private classes that do not involve audition prep, as the instructor will need to spend more time tailoring curriculum for the individual student. The student will be notified of this hourly rate prior to confirming the appointment.

### **STUDIO HOURS**

Studio hours are Monday-Friday 10:00am-6:00pm. Please note that these are not class hours, but hours in which our office is open. If you have questions regarding payment, make-ups, or classes please call the office at 323-746-5059 during studio hours only. ZBS offices will be closed on select holidays, the week of Thanksgiving and the week of Christmas.

### **SIDES AND SCRIPTS**

In order to provide you with relevant material we will often use scripts from previous television shows, films, and plays. These materials are for class and educational use only and are not to be used for personal or professional use. We also do our best to seek out material that is challenging and will continue personal artistic growth; because of this, some class material may not be suitable for all audiences. If you feel uncomfortable performing or watching any content for any reason at all please contact the studio manager at [studio@zakbarnett.com](mailto:studio@zakbarnett.com) or speak directly with your instructor: they will make sure that a different scene is assigned to the student that week.

### **CLASS CANCELLATION**

In the event that a teacher needs to cancel class the students will be e-mailed at least 24-hours in advance. The teacher will then schedule a make-up class next time they are in class. If the student is unable to attend the make-up class they will be able to attend one free class at ZBS free of charge (excluding Master Workshops). In the event of an emergency where class needs to be cancelled in less than 24-hours students will be both called and e-mailed. Please check your e-mail and phone messages regularly. If the instructor decides to bring in a substitute for class rather than cancel, a re-scheduled class will not be offered. We firmly believe that new teachers bring new experiences to our students, so students will not be notified in the event of a substitute.

### **STUDIO SECURITY**

In order to safely secure the studio while class is in session the front door will be locked after office hours. To prevent fire hazards, the door can still be opened from inside, but cannot be opened from the outside. If you have an emergency and you are locked out of the studio please call 323-717-1573 and the studio manager will contact the instructor to have them let you in.



For your protection, background checks have been issued on all ZBS Instructors and Employees in compliance with the Department of Justice.

**ZAK BARNETT STUDIOS AGE BRACKETS:**

KIDS (Ages 9-13)

TWEEN (Ages 13-14)

TEEN (Ages 14-18)

YOUNG ADULT (Ages 18-23)

ADULT (21+)

For a list of current ZBS classes and schedules please visit [www.zakbarnett.com](http://www.zakbarnett.com).



**Please fill out the information below and return to the Studio Manager.  
Please hold on to the policy for your reference:**

I \_\_\_\_\_ authorize **ZAK BARNETT STUDIOS** to charge my credit card in regulation of the payment and class policy listed above. I recognize that I will be responsible for the payment of any outstanding funds, and that any defaults in payment may be sourced to collections. By signing this I also authorize Zak Barnett Studios to charge the cost of any private coaching to the card on file.

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type:	Visa	MasterCard	AMEX	Discover
Cardholder Name	_____			
Account Number	_____			
Expiration Date	_____	CV CODE:	_____	

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; provided the transactions correspond to the terms indicated in this authorization form. By signing this form I also agree to comply with Zak Barnett Studios payment policies as outlined in this document.

**UNDERSTANDING OF ZBS POLICIES AND PROCEDURES**

I \_\_\_\_\_ state that I have read and understand all **ZAK BARNETT STUDIOS** policies and procedures (updated as of 3/22/17).

Policy Change Note: If ZBS decides to change their policies or procedures, I understand that they will notify me via e-mail at the start of the effective session. If I (or my child) continues study past the change notification, I am agreeing to comply with the updated changes of policy to the best of my ability.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_