

**Brad's Class:**  
**Financial Policies**

Effective 5/1/14

Brad Greenquist, instructor.

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Phone/Text: 310-291-7875

- **COST AND PAYMENT:**

**One class per week: \$225 per month, payable on the first class of the month.**

**Two classes per week: \$425 per month, payable on the first class of the month.**

**Extra classes may be purchased for \$60 per class.**

Payment is by cash, check, money order or credit card. **Credit card payments will incur an additional processing fee of 3%.** (For one class per week an additional \$7. For two classes per week an additional \$13).

Payment is based on four weeks per month. In the months with five weeks, the fifth class is free.

**Cancelled Classes:** In the event a class must be cancelled, credit will be given the following month at the rate of \$55 per class. In the case of the five-week month, the first cancelled class will be the free class; no credit will be issued as long as four classes are conducted within a month.

**Missed Classes and Make-Ups;** If you miss a class, you may make up that class on an alternate night provided you have given me advance notice of your absence. Advance notice includes even last-minute notice just before the start of class. If you miss a class and have not given me any notice, you will not be able to make up that class.

To give notice of absence, call or text me (310-291-7875) or email me ([bwgreenquist@verizon.net](mailto:bwgreenquist@verizon.net)).

Make-ups on any given night are subject to available space on that particular night.

Make-ups are valid for one year from the missed class. Thereafter they expire.

If you are scheduled for a make-up class and are unable to attend on the scheduled day for any reason whatsoever, you forfeit that make-up.

When you drop out of class, you forfeit all make-ups. Make-ups cannot be used in lieu of paid classes.

- **TARDINESS:** **Please be on time.** If you will be more than five minutes late, please call or text me so that I know you will be coming to class. 310-291-7875.
- **LEAVE OF ABSENCE:** If you know in advance that you will miss four weeks or more of class, you can simply drop out and rejoin when you are able, provided there is room in the class. Please notify me of this in writing (via email), specifically stating that you are dropping out, the dates you will be out and when you plan on returning. There is no guarantee that you will be readmitted – that is entirely dependent upon class enrollment at the time you wish to return. I cannot hold a non-paying space for a student for any length of time. **This policy is not retroactive. If you miss one or more classes without having notified me of your intention to drop out of class, you are responsible for paying for those missed classes and may not be readmitted to the class until those classes have been paid.**
- **PRIVATE SESSIONS:** For students currently enrolled in Brad's Class: \$75/hour (no camera); \$100/hour (on-camera). For actors not enrolled in Brad's Class: \$100/hour (no camera); \$150/hour (on-camera).
- **HOLIDAYS & CLASS BREAKS:** There is no class on Memorial Day or on Labor Day. There is a three week break in summer (the first three weeks of July) and a three week break in winter (the last two weeks of December and the first week of January).
- **RETURNED CHECKS:** The student shall be responsible for any fees, penalties or costs associated with returned checks.
- **DROPPING OUT OF CLASS:** When you intend to leave class, please let me know with as much advance notice as you can. If you stop coming to class without letting me know that you've dropped out and subsequently do not pay for those missed classes, you will not be readmitted to the class.
- **EXCEPTIONS:** If and when exceptions are made to any of the above rules, it is due the particular situation of a particular student and should never be viewed as a precedent.

**Your attention to payments and attendance is a reflection of the value you place on this class. Please do your best to abide by these policies.**