

## **Production Class Policy**

To ensure the high quality and commitment level required for our Youth on Stage productions, all production classes are audition-based.

### **By registering, you acknowledge and agree to the following terms:**

- Audition-Based Placement: Roles are determined through an audition process. Every participant will be notified of their specific role prior to receiving the registration payment link.
- By completing your registration, you confirm that you have accepted your assigned role and are committed to the full duration of the production schedule.
- Please list all potential conflicts or absences on your audition registration form. Only pre-listed conflicts count toward your three excused absences; all others are unexcused unless accompanied by a doctor's note. Note that arriving or leaving more than 15 minutes late/early counts as an absence. Exceeding two unexcused absences may result in removal from the production or future ineligibility.
- **No Refund Policy:** Once the registration payment has been processed, all sales are final. We do not offer refunds under any circumstances, including but not limited to, changes in personal schedule, participant withdrawal, or absences due to illness or other conflicts.

## **Class Refund Policy**

- **Cancellation deadlines are stated in Program Description and in Confirmation Emails.**
  - Generally, cancellation deadlines are 7 business days before the first day of class.
- To request a refund, you must email [TicketOffice@gpt.org](mailto:TicketOffice@gpt.org), or call the Ticket Office at (313) 881 – 4004 by the 5pm deadline stated in the Program Description and Confirmation Email.
  - Once the program has started NO refunds will be given.
  - All Refunds are subject to a \$25 Cancellation Fee.
  - The \$15 Registration Fee is non-refundable.
  - Program enrollment tuition cannot be transferred to another YOS session.
  - Tuition is not refundable due to absences.

## **Summer Camp Refund Policy**

- Cancellation deadlines are stated in Program Description and in Confirmation Emails.
- To request a refund, you must email [TicketOffice@gpt.org](mailto:TicketOffice@gpt.org), or call the Ticket Office at (313) 881 – 4004 by the 5pm deadline stated in the Program Description and Confirmation Email.
  - Once the program has started NO refunds will be given.
  - All Refunds are subject to a \$25 Cancellation Fee.
  - The \$15 Registration Fee is non-refundable.
  - Program enrollment tuition cannot be transferred to another YOS session.
  - Tuition is not refundable due to absences.

## **Grosse Pointe Theatre Media Policy**

When you attend or register for a Grosse Pointe Theatre event, class or program, you enter a situation where photography, audio, and video recording may occur. By entering the premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, promotional purposes, advertising, inclusion on websites, social media, or any other purpose by Grosse Pointe Theatre and its affiliates and representatives. Images, photos and/or videos may be used to promote Grosse Pointe Theatre in the future. You release Grosse Pointe Theatre, its officers, employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video, and/or sound recordings. You also waive all rights you may have to any claims for payment or royalties in connection with any use, and waive the right to inspect or approve such media use.

You have been fully informed of your consent, waiver of liability, and release before entering the premises of the class, rehearsal, camp or ticketed event.

## **Grosse Pointe Theatre Youth On Stage Student Code of Conduct**

**Purpose:**

To ensure Youth On Stage students know what is expected of them and are treated fairly by all adults working with them at Grosse Pointe Theatre’s Youth on Stage program.

**Basic principles:**

This code of behavior for Youth On Stage Students is intended to:

- identify acceptable behavior for students
- promote self-respect and self-control
- raise students’ self-esteem and self-confidence
- encourage cooperation at all times and in all situations
- promote the values of honesty, fairness and respect

**Students are expected to:**

- listen to each other
- be helpful
- exhibit manners
- participate in a constructive manner
- respect each other’s differences
- treat staff, volunteers, and other students with respect
- report anything that worries or concerns them to the Director of Youth on Stage or to the Executive Director or President of Grosse Pointe Theatre
- follow this code of conduct and other rules

**Attendance:**

Parents must call if student is unable to attend a class. No more than three absences are permitted during the course of a Youth On Stage semester.

**Dress Code:**

Unless otherwise noted, we encourage all participants to wear casual comfortable clothing. Since most classes involve some kind of movement, we recommend casual footwear – no flip flops.

**Breach of this code of conduct:**

1. If a student breaches the code of conduct, the most appropriate course of action for a minor or first time breach will be to remind him or her about the code of conduct and ask him or her to comply.
2. If, having followed the above step, the student continues to exhibit inappropriate behavior, she or he will receive a formal verbal warning. Parents/guardians will be informed of this action.
3. Any further persistent inappropriate behavior will result in a more serious course of action being imposed (for example, restriction/suspension from the program). Grosse Pointe Theatre’s Executive Director will be notified.
4. If these interventions are still not effective in helping the student to change his or her behavior, parents/guardians will be asked to remove the student from the program and Grosse Pointe Theatre’s Executive Director will be notified. It should be noted that removal of a student for reaching this stage of action will NOT result in a refund of tuition.

Parent: \_\_\_\_\_ Student: \_\_\_\_\_ Date: \_\_\_\_\_  
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