



COURSE CATALOG

Colorado School of Acting
5730 East Otero Avenue
Suite 600
Centennial, CO 80112
720-233-4832
ColoradoSchoolofActing.com

Volume #2
June 2015

Approved and Regulated by the
Colorado Department of Higher Education,
Private Occupational School Board

Table of Contents

Introduction	3
Attendance Requirements	8
Class Schedules	6
Conduct Policy	9
Dismissal	9
Enrollment Procedures	7
Entrance Requirements	7
Facilities	10
Grading System/Progress Reports	9
Placement Assistance	8
Postponement of Start Date	7
Previous Credits	10
Programs & Courses	3
Progress Policy	9
Refund Policy	11
Student Complaints	11
Student Grievance Procedure	11

Introduction

Colorado School of Acting (hereinafter referred to as the School) provides a stringent yet nurturing environment of acting education, experience, and career development, and is staffed with qualified, approved instructors.

The School is owned by Elizabeth Karsell Horne and Troy Horne, entertainment industry veterans who settled in Colorado with the purpose of opening this professional training program for actors.

Faculty Members

Elizabeth Karsell Horne	Owner / Instructor
Emily Scrofani Bice	Head Instructor

Programs/Courses Offered

Certificate Programs:

<u>Showbiz Kids Class</u>	<u>126 Hours per Year</u>
----------------------------------	----------------------------------

Occupational Objective: To prepare young actors (ages 4 to 9) to work in today's entertainment industry, through the study of theoretical knowledge; the application of acting skills in meaningful exercises and working set environments; the development of additional supportive and empowering skills including writing, production, and editing; and career development activities including branding, networking, marketing, submitting, and auditioning regularly. Our youngest Showbiz Kids (ages 4 to 6) will be in our Broadway Babies sub-group, with the same curriculum.

<u>Tween Acting Class</u>	<u>148 Hours per Year</u>
----------------------------------	----------------------------------

Occupational Objective: To equip young acting students (10-12) with:

- the skills they will need in order to act in a variety of circumstances
- the knowledge and tools needed to garner acting work with the help of their parents/guardians
- the experience – both in class and in outside acting work – that will enable them to function as professional actors in today's entertainment industry.

<u>Level 1</u>	<u>148 Hours per Year</u>
-----------------------	----------------------------------

Occupational Objective: To equip teenage and young adult acting students with:

- the skills they will need in order to act in a variety of circumstances
- the knowledge and tools needed to garner acting work with the help of their parents/guardians
- the experience – both in class and in outside acting work – that will enable them to function as professional actors in today’s entertainment industry.

Level 2

148 Hours per Year

To further train our 2nd-year teen and young adult acting students with:

- the skills to perform:
 - works of comedy, especially television sitcoms
 - improvised scenes of various styles and lengths
- the knowledge and tools to improve their effectiveness in gaining auditions and acting employment (with the help of their parents/guardians, for minors)
- increased experience – both in class and in outside acting work – that enables them to function as professional actors in today’s entertainment industry.

Level 3

148 Hours per Year

To empower our 3rd-year teen & young adult acting students with:

- the skills to create their own projects, including writing, pre-production, production (shooting), and post-production (editing and design).
- an introduction into performing the work that is done by people in positions that are vital and complementary to that of the actor, including: writers, directors, producers, editors, location scouts, storyboard artists, script supervisors, wardrobe & makeup artists, grips, cinematographers, sound recordists/ mixers/ editors/ designers, etc. This serves two purposes:
 - o Students gain appreciation for, and learn how best to work with, the other professionals around them throughout the creative process. They become the actors that everyone wants to work with again.
 - o Students may find they are interested in working in other areas of entertainment, which can be complimentary to an acting career.
- a critical look at how to improve their effectiveness in gaining auditions and acting employment (with the help of their parents/guardians, for minors)
- increased experience – both in class and in outside acting work – that enables them to function as professional actors in today’s entertainment industry.

Level 4

148 Hours per Year

Occupational Objective: To propel students into the industry by requiring that they pursue a full load of acting work through a significantly increased level of networking, submissions, and auditioning; while they continue to hone their acting skills and gain career savvy through classes, and participate actively in the creation

of the school's series. It is our expectation that our Level 4 students will be working in outside projects, as well as marketing themselves to gain more prolific and/or better-compensated acting work throughout this year.

Voice Over Intensive **9 Hours of Class / Studio Time**

Occupational Objective: To prepare actors to work in today's Voice Over Industry, through the study of theoretical knowledge; the application of acting skills in meaningful exercises and working studio environments; the development of additional supportive and empowering skills including self-recording, production, and editing; and career development activities including branding, networking, marketing, submitting, and auditioning regularly.

Summer Film Camp **2 – 3 Weeks of Theory and Lab Time**

Objective: To provide a positive learning experience for young people to learn about and apply the art and science of film-making, both in front of and behind the camera.

Theory: Our Campers learn about film-making and on-camera acting, as they create your very own short film. All campers are part of the cast and the film-making crew. They watch films made by others to learn different techniques and effects, and learn about story structure, and technical considerations of film-making.

Application: The Campers actually operate the camera, lighting equipment, sound equipment, etc. They each play a role in the film. They must learn their lines and hit their marks and stay totally quiet for long stretches of time. They learn how to handle props and wardrobe, in addition to the tech equipment. They learn how to deliver on various jobs when it is time.

LA Trip **1 Week of Theory and Lab Time**

Occupational Objective: To equip actors and parents with the skills and knowledge they need to successfully audition and work as an actor in Los Angeles, the entertainment capital of the world.

Theory: Our LA Trip Actors and Parents learn about how actors work in LA. Actors take acting workshops with top coaches, & get advice from agents, managers, casting directors, & TV & film producers and directors. We visit the Academy (Oscars), TV & Radio Museum, etc.

Application: On the LA Trip, Actors perform in a showcase in a Los Angeles Theatre before a panel of industry guests, who are all in a position to either hire actors (Casting Directors, Directors, Producers, etc.), or to help them get work (Agents and Managers). They also attend Casting Director Workshops where they read for

currently active TV Casting Personnel. Many will take meetings with agents while there, or go on auditions for roles.

Program / Course Costs

<u>Certificate Programs</u>	<u>Annual Tuition</u>	<u>Nonrefundable Fee for Enrollment&Materials</u>		<u>Total</u>
Showbiz Kids Class	\$1440	\$195	\$1635	
Tween Acting Class	\$2160	\$195		\$2355
Level 1 Acting Class	\$2160	\$195		\$2355
Level 2 Acting Class	\$2160	\$195		\$2355
Level 3 Acting Class	\$2160	\$195		\$2355
Level 4 Acting Class	\$2160	\$195		\$2355
Voice Over Intensive	\$ 395	N/A	\$395	
Summer Film Camp	\$550-750	N/A	\$550-\$750	
LA Trip	\$2250-2750	N/A	\$2250-2750	

**Levels 1-4 require additional books, which range in cost from \$20 to \$75 per year. Book costs are subject to change.*

See **Educational Services** for more details on Programs/Courses offered.

Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
CENTENNIAL	5:00-6:30 Level 1 Teens 6:30-8:00 Level 1 Adults	6:30-8:00 Level 2	5:00-6:30 Workshop Kids thru Teens (6:30-8:00 Future Time of Teen/Adult Workshop)		9:30-11:00 Tweens 11:00-12:00 Showbiz Kids
LAKEWOOD		5:00-6:30 Kids & Tweens Workshop 6:30-8:00 Teens & Adults Workshop	5:00-6:30 Level 1 Teens 6:30-8:00 Level 1 Adults	4:00-5:30 Tweens 5:30-6:30 Showbiz Kids 6:30-8:00 Level 2 Level 3 /4	

CLOSURES

- When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by email.
- For Break and Holiday info, consult our website Calendar page:
<http://coloradoschoolofacting.com/calendar.html>

Entrance Requirements

Entry level courses include:

1. Showbiz Kids
2. Tween Acting Class
3. Level 1
4. Voice Over Intensive*
5. Summer Film Camp*

For items 1 thru 3 above, prospective students must audition to show that they are able to:

- be punctual, polite, and prepared
- memorize material
- maintain an age-appropriate level of focus with eyes, body, and attention
- respond positively to direction.

*For items 4 and 5 above, anyone may enroll.

The school does not discriminate based on race, gender, religion, ethnicity, sexual orientation, or disability.

Enrollment

- Prospective students may enroll anytime.
- New students may wait until the next term starts in the Certificate Program, or may begin immediately attending Weekly Workshops plus special sessions of a "JumpStart Class" until the next entry point to begin the Certificate Program.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or the student, and;
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees, within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Colorado School of Acting offers employment assistance to current students and graduates, consisting of:

- Professional acting skills development.
- Instruction and support in seeking auditions.
- Instruction and support in professional networking.
- Job lead referrals - passing along information for potential auditions and jobs.
- Showcases to present our actors to casting directors, filmmakers, ad agencies, and other people who hire actors.
- Showcases to present our actors to talent agents, managers, and other people who may help actors find work.
- A Career Placement Office, where inbound casting requests are handled, and CSA Acting students may audition to be submitted for acting work.

While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

1. Students are expected to arrive on time for class, with proper materials.
2. We strongly encourage all students to strive for 100% attendance.
3. An overall class and performance attendance rate of at least 85% is required in order to gain credit toward Certificate.
4. (This does not apply to Summer Show Production, during which properly pre-arranged absences are excused.)
5. Instructors may request your withdrawal from a course or program if absences or tardiness exceed the allowable number.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain an 85% grade point average.

Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

95 – 100	A Excellent
85 – 94	B Above Average
75 – 84	C Average
65 – 74	D Below Average
Under 65	U Unsatisfactory

Every half-semester, progress reports with grades will be issued to students throughout the program.

Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is located at:
5730 East Otero Avenue, Suite 600, Centennial, CO 80112
Additional classes are held in various locations including:
7863 W Jewell Ave, Lakewood, CO 80232

Our classrooms are furnished with HD video cameras and monitors to enhance classroom on-camera acting work.

The Resource Center for Current Students, available on our website, offers additional links, documents, and career assistance to students.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Colorado School of Acting does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Students who have a grievance with the school should follow the procedure below:

1. Send an email to info@coloradoschoolofacting.com with the subject line "Grievance."
2. Allow one full week for a written response from the school.
3. If a response is necessary, reply to the school's email within one week.
4. Allow one full week for written response #2 from the school.
5. If a response is necessary, reply to the school's email #2 within one week.
6. Additional communication may be necessary between the school and student in order to resolve the issue.
7. If student feels the issue cannot be resolved directly with the school, student may follow the instructions below to file a written complaint with the Division of Private Occupational Schools.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention the Division of Private Occupational Schools in writing at <http://highred.colorado.gov/dpos>. There is a two-year statute of limitations for the Division to take action on a student complaint.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

<i>Student is entitled to upon withdrawal/ termination</i>		<i>Refund Amount</i>
Within first 10% of program	Certificate Program Lessons 1-4	90% less cancellation charge
After 10% but within first 25% of program	Certificate Program Lessons 5-11	75% less cancellation charge
After 25% but within first 50% of program	Certificate Program Lessons 12-22	50% less cancellation charge
After 50% but within first 75% of program	Certificate Program Lessons 23-33	25% less cancellation charge
After 75%	Certificate Program Lessons 34-44	No Refund [If tuition is already paid in full, cancellation charge is not applicable]

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/ program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.