

**\*\*\* VOICETRAX CANCELLATION POLICY \*\*\***

**Voicetrax Cancellation:**

A Voicetrax cancellation is defined as a class whose schedule has been changed or totally cancelled by the school. Substitution of a Guest Director or a change in class format is not considered a Voicetrax cancellation. Guest Directors, class dates and class formats are subject to change, and Voicetrax will contact you as soon as possible if there are any adjustments. **All classes listed as Hybrid are subject to change to online if there isn't the mandatory minimum of in-person students and are not eligible for a refund.** If Voicetrax cancels a class, your payment will be credited to an upcoming class. If you have no other class confirmed at the time of the cancellation, you will receive a full refund.

**Student Cancellation:**

Except in the event Voicetrax cancels or reschedules a class, the \$75 deposit required for registration is **non-refundable** and **non-transferable**. This means that if you drop a class – no matter when you drop it – the money charged for a deposit will be *forfeit*.

You may cancel your registration for a class up until two weeks in advance of the class start date. Classes starting on a Saturday or Sunday revert to the previous Friday for the drop deadline. There is no grace period for the drop deadline. If you have paid the full amount at the time of the cancellation, we will transfer the funds to another class balance minus your deposit.

No credit or refund will be given for any class registration cancelled less than two weeks prior to a class start date. You will be responsible for full payment of the class whether or not Voicetrax has received full payment.

**To cancel your attendance in a class, it is mandatory to email the office at voicetrax@voiceover-training.com. No phone calls or messages left will be accepted; written notification from the registered student is required to process your cancellation.** If you have any questions regarding our cancellation policy, please call us (415-331-8800) prior to registering for a class.

These policies are necessary to keep enrollment running smoothly and allow you and your fellow students to reap the maximum benefits of the training Voicetrax provides. Guest Directors spend hours tailoring exercises to suit specific students in a class, and when enrollment shifts at the last moment, it's disruptive to their preparation and to the class as a whole.

Thank you for your understanding.

**\*\*\* LAWYERS, LAW AND LEGALESE \*\*\***

SAG/AFTRA, the Krekorian Act, and California Labor laws require the following:

Name: \_\_\_\_\_

Driver License #: \_\_\_\_\_ State: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

These classes are not job interviews or auditions. I understand that the presence of a director is absolutely not a guarantee or promise of employment. I further understand that the intent of these classes is solely educational.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Voicetrax fully respects the privacy of any personal information that is collected in the registration process and we take protecting it very seriously! We will never share your personal information to any third party individual or company for sales/marketing purposes.*