

## 1) REGISTRATION, DEPOSIT & PAYMENT POLICIES

- 1.1) We run the Workshops & Shoot Outs on a first come, first serve basis and because of that, the people who pay first, get in first. We cannot hold space in a Workshop or Shoot Out without a deposit.
- 1.2) EUR 300.00 deposit is required at the time of registration for offers over EUR 700.00 (includes non-refundable EUR 45.00 application fee)
- 1.3) EUR 150.00 deposit is required at the time of registration for offers under EUR 700 (includes non-refundable EUR 45.00 application fee)
- 1.4) 50% deposit is required for Private Lessons/Masterclasses/Shoot Outs at the time of registration for all offers (includes non-refundable EUR 45.00 application fee)
- 1.5) You can register using PayPal or by bank wire transfer (we do not accept credit cards). Once deposit has been received, you will receive a registration email confirmation.
- 1.6) Balance is due 45 days prior to the start of workshop/shoot out by PayPal or by bank wire transfer (we do not accept credit cards).
- 1.7) Additional information, including an invoice will be emailed once the minimum number of participants has been reached. At this point, travel plans can be made.

Note: Payments have to be done in Euro (EUR)

# TERMS & CONDITIONS

*(effective January 1, 2014)*

## 2) WITHDRAWAL, WORKSHOP/SHOOTOUT CANCELLATION & REFUND

- 2.1) If you have to cancel a workshop/shootout, please keep in mind, we have to pay for models travel, sometimes lodging, food, etc., along with any assistants, make-up artists, coordinators, property fees, etc. We have to have a policy in place that will protect all the other attendees and talent and hope you can understand why we have limits on how much we can refund - we make a few rare exceptions such as family emergencies, deaths, medical concerns, etc., but on a case by case basis provided proof is obtainable. Arrival delays in Prague due to weather conditions or any other circumstances are NO reasons for a refund.
- 2.2) If you book/register a workshop/shootout and later decide to cancel, we offer credits to future events as outlined below. The credits (extension) are valid for maximum 6 month, based on the original course date. If you can find a substitute person to replace you, we will allow that, provided they are over 18-years of age - we will also do our best to help you with that in our marketing emails, but ultimately, that is your responsibility. All that considered, here is our workshop/shoot out cancellation policy for paid attendees:
  - 2.3.1) Cancellations 91-plus days, prior to the event, a full credit toward a future workshop/shootout is provided. The credits (extension) are valid for maximum 6 month, based on the original course date. For our 'on location' workshops/shootouts, or workshops three or more days in duration, the credit amount is 75% of the actual price unless you can provide us a replacement attendee. The credits (extension) are valid for maximum 6 month, based on the original course date.
  - 2.3.2) If you cancel within 61-90-days of the event, 75% of the workshop/shootout fee is credited toward a future workshop/shootout. The credits (extension) are valid for maximum 6 month, based on the original course date. For 'on location' workshops/shootouts, or workshops/shootouts three or more days in duration, the credit amount is 50% of the actual price unless you can provide us a replacement attendee. The credits (extension) are valid for maximum 6 month, based on the original course date.

## 2) WITHDRAWAL, WORKSHOP/SHOOTOUT CANCELLATION & REFUND (continued)

- 2.3.3) If you cancel within 31-60 days of the event, 50% of the workshop/shootout fee is credited toward a future event, unless you can find a suitable replacement. The credits (extension) are valid for maximum 6 month, based on the original course date. For our 'on location' workshops/shootouts, or workshops three or more days in duration, the credit amount is 25% of the actual price unless you can provide us a replacement attendee. The credits (extension) are valid for maximum 6 month, based on the original course date.
- 2.3.4) If you cancel within 30-days or less of the event, there is no refund or credits allowed, you forfeit your attendance fee. Also no refunds of any kind will be made for withdrawal the first day of the workshop, during the workshop, or for no-shows.

We do our best to work with our customers, but please understand, we have to make location deposits, airline tickets, reservations, etc., and we cannot operate on a full or partial refund policy without some restrictions. We do our part to bring you a workshop/shoot out and it's your responsibility to do your part once booked.

- 2.3.5) If it is necessary for us to cancel a workshop, all registered participants will be informed immediately, and you will receive a full refund of all deposits and fees. Notification of cancellation due to insufficient enrollment will be made at least fourteen days prior to the beginning of a workshop. For this reason we encourage you to purchase refundable airline tickets, and consider purchasing trip cancellation insurance. The Workshops will not be responsible for any loss on airline tickets, or any other losses, related to cancellation.

## 3) FEES

Workshop/Shoot Out fees cover tuition only. Additional amenities may be included, as listed in the individual workshop descriptions. Meals (unless otherwise indicated), lodging, transfers and airfare are not included.

## 4) DATA PROTECTION STATEMENT/PRIVACY

Your personal information will be held and used in accordance with the Data Protection Act 1998. StudioPrague will not disclose, sell, spread such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services.

We never sell or spread any mailingslists, participant lists and membership based list.

StudioPrague reserve the right to modify these Terms and Conditions at any time at its discretion (acting reasonably).