

RULES AND REGULATIONS OF TRAININGS CONDUCTED BY THE ACADEMY OF ART AND CULTURE

1. The organiser of the training is the Academy of Art and Culture [*Akademia Sztuki i Kultury*] with its seat in Warsaw at the following address: Al. Jana Pawła II 36c, hereinafter referred to as "ASiK". ASiK's leading body is the Art-Education-Promotion Association [*Stowarzyszenie Sztuka-Edukacja-Promocja*] with its seat in Warsaw at the following address: ul. Landwarowska 8.
2. ASiK can be contacted via e-mail at the following address: zapisy@warsztaty-teatralne.pl as well as via phone at 609045956.
3. Current training offer is available at <http://warsztaty-teatralne.pl/>

§1 GENERAL PROVISIONS

1. ASiK provides the Participants with appropriate conditions for the effective conduct of the training, has staff with appropriate qualifications and provides teaching rooms with equipment.
2. ASiK reserves the right to incidentally change the date, place, instructor of the training. ASiK or an authorised person is required to provide information to the Participants about any changes or rules for the organisation of training via e-mail or phone.

§2 APPLICATIONS FOR PARTICIPATION IN TRAININGS

1. ASiK sets a minimum and maximum number of training participants. In the event of insufficient number of participants, ASiK reserves the right to cancel the training. In such a situation, the Participant does not bear the costs of training that has not started, and in the event of dissolution of the group, ASiK reimburses the proportionate costs of the classes that did not take place.
2. Applications for participation in the Trainings can be made via electronic form available at <http://warsztaty-teatralne.pl/>, via e-mail at zapisy@warsztaty-teatralne.pl or via phone.
3. Minors may participate in the training only with the consent of their parents/legal guardians. Parents/guardians of minors are required to submit their consent in writing to the ASiK office or to send a scanned copy of the consent via e-mail to the following address: zapisy@warsztaty-teatralne.pl within 5 days of signing up. The consent template is placed in the footer and in the CONTACT tab at <http://warsztaty-teatralne.pl/>.

§3 PAYMENT

1. The condition for participation in the Training is to register and make a payment. Current training prices are available at <http://warsztaty-teatralne.pl/>
2. After registration, the Participant is obliged to pay for their participation in the Training no later than within 3 working days after submitting the application, whereas:
3. in the case of a Semester training (meetings once a week) it may be an instalment. Second instalment must then be paid before the fifth and the third instalment before the ninth meeting.

4. in the case of a Multi-day training (intensive training longer than two days), it may be an advance payment, the amount of which is provided in the description of a specific training at <http://warsztaty-teatralne.pl/>. The full amount for participation in the Training must be paid no later than 14 days before its commencement.
5. in the case of the Weekend Acting School for Adults [*Weekendowa Szkoła Aktorska dla Dorosłych*] (WSAD) it may be an instalment. Time limits for payment of subsequent instalments are given in the description of WSAD at <http://warsztaty-teatralne.pl/>. The participant may apply to ASiK for a different distribution of payments.
6. in the case of other Trainings, §3(2) shall apply. In the case of special, one-off Trainings, the principles are provided in the training description at <http://warsztaty-teatralne.pl/>.
7. Selecting the instalment option does not release the Participant from the payment of all instalments, even in the event of non-participation in the Training.
8. Information on applicable discounts and promotions can be found at <http://warsztaty-teatralne.pl/>.
9. ASiK issues an invoice for payment at the Participant's request. Data for the invoice should be sent at Zapisy@warsztaty-teatralne.pl
10. Fee for the training should be paid to the following account:
Akademia Sztuki i Kultury
Al. Jana Pawła II 36c
00-141 Warsaw
mBank SA
73 1140 2017 0000 4402 1292 5749
(with a note: Theatre workshops)

§4 SAFETY

1. By registering for ASiK workshops, the participant declares that they have full ability to participate in theatre/vocal/movement classes (no medical or health contraindications).
2. ASiK does not insure the Participants against any consequences of accidents, nor is it responsible for any accidents that have occurred to the fullest extent permitted by the generally applicable provisions of law. People who want to be insured against any incident during dance classes should arrange appropriate insurance policy on their own.
3. We train in soft shoes, socks or barefoot. For your safety and comfort, please wear comfortable clothes.
4. At ASiK premises, it is forbidden to smoke, bring in and consume alcoholic beverages and intoxicants, as well as bring in items that may pose a threat to the life and health of other people.
5. Participant is obliged to leave their belongings in a locked cloakroom for the duration of the Training.
6. Class participants may be exposed to high levels of sound.
7. It is recommended that the Participant has a prior health check before participating in the workshop.
8. Training participant is obliged to inform the instructor about possible injuries, diseases and other conditions that may cause movement limitations, before starting the training.

§5 PROTECTION OF PERSONAL DATA AND CONSENT TO USE IMAGE

1. ASiK processes personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR) (Journal of Laws UE.L.2016.119.1). Detailed rules for the processing of personal data are specified in the Privacy Policy [the link is in the footer and the CONTACT tab at <http://warsztaty-teatralne.pl/>]
2. Workshop Participant agrees free of charge for their image to be recorded during the classes and agrees to the free dissemination of the recorded image for information and promotional purposes of ASiK as well as a commemorative material. The consent covers recording (in particular, in the audio-visual and visual form), processing, reproduction of the image with all currently available techniques and methods as well as the use, dissemination and publication of the image, also together with the images of other people, in all possible fields of use. ASiK undertakes to use the image in a way consistent with good manners.

§6 COPYING AND SHARING MATERIALS

1. ASiK does not consent to copying, publishing and sharing training materials on the Internet or lending them to people who are not participants of the Training.
2. ASiK does not consent to the publication of the exercises and music used, in any form - both written and electronic one - on the Internet.
3. Proprietary copyrights to performances or other works created by ASiK belong to ASiK. Copyrights are protected as provided for in the Polish Act of 4 February 1994 on Copyright and Related Rights (consolidated text: Dz. U. [Polish Journal of Laws of 2006, No. 90, item 631 as amended]). None of the works in its entirety and presented at training sessions may be reproduced and distributed or further disseminated in any form and in any way (including electronic or mechanical one or any other, or in any other fields of use), including copying, photocopying, posting on the Internet - without written consent of ASiK. Any use of works in whole or in part without the consent of ASiK, in violation of the law is prohibited under penalty and may be prosecuted by law.
4. Workshop or class materials (e.g. lesson plans, CDs, instructional videos) may only be used for personal use. Copying CDs or other materials without the consent of the authors is against the applicable law and is punishable by a fine or imprisonment for up to 2 years.
5. Any use of training/class materials for commercial purposes requires the consent of ASiK.

§7 RESIGNATION FROM TRAINING AND COMPLAINTS

1. Participant has the right to resign from classes:
 - a. SEMESTER CLASSES - within 7 days from the date of the first meeting.
 - b. SEVEN-DAY, FIVE-DAY, WEEKEND CLASSES, WEEKEND ACTING SCHOOL FOR ADULTS - at least 7 days before the training begins.

In any other cases, payments are not refunded.

2. The resignation is submitted via e-mail at: zapisy@warsztaty-teatralne.pl To meet the time limit, it is necessary only to send a declaration before the time limit expires.

3. In the resignation, please provide the data for the refund transfer.
4. Training costs refund is made in the same form in which the payment was made. ASiK has 10 days to make the refund transfer.
5. Any complaints regarding the use of services offered by ASiK should be reported via e-mail at: zapisy@warsztaty-teatralne.pl
6. Complaints are processed within 14 working days.
7. The response to the complaint is sent to the Participant's e-mail address.

§8 FINAL PROVISIONS

1. In matters not covered by these Rules and Regulations, relevant provisions of Polish law shall apply.
2. Participants can access the Rules and Regulations at any time via the link in the footer on the main page of the website, as well as download it and print it out.
3. ASiK shall notify the Participants about each modification in the Rules and Regulations via e-mail with the right to terminate the agreement within 14 days. Amendments to the Rules and Regulations come into force upon the expiry of the notice period. Orders placed before the amendments to the Rules and Regulations come into force shall be subject to the provisions of the Rules and Regulations in the wording in force at the time of placing the order.
4. These Rules and Regulations shall apply since the moment of their publication at www.warsztaty-teatralne.pl