



## REGISTRATION AND STUDY POLICIES

### HISTORY

HB Studio was founded in 1945 by the Broadway actor and director Herbert Berghof. Berghof, born in Austria, was a protégé of the German realist director Max Reinhardt. A refugee from Adolf Hitler's Nazi regime, Berghof came to New York in 1939, where he joined a community of immigrant artists interested in bringing the classical training of the European theatrical tradition into practice in the still-young American theatre. Berghof was accustomed to a state theatre system in which the artist was constantly engaged in practice and performance. He devised HB Studio as a place where artists at all stages of their careers could continue to work and practice between jobs, supported and challenged by their more experienced colleagues, in a space free from pressures related to commercial success. Berghof met the celebrated actress Uta Hagen in 1945 on a production of *THE WHOLE WORLD OVER* directed by Harold Clurman and invited her to join him in teaching at the Studio. The two were married 10 years later. Miss Hagen, author of the seminal acting texts *RESPECT FOR ACTING* and *A CHALLENGE FOR THE ACTOR*, became one of the most renowned and respected acting teachers of the 20th century. Together, Hagen and Berghof trained some of the most noted actors of the American theatre. Their students, colleagues, and a new generation of accomplished artists continue that tradition today.

### AN INVITATION TO STUDY & PRACTICE

HB is a studio, not a college or conservatory. The dictionary defines a studio as "a workplace for the teaching or the practice of an art." What is implied: that you are here not to be "formed," but to take responsibility for the depth and development of your own artistic practice. Your relationship with your instructors and your fellow students is a professional relationship, in which you take personal responsibility for fulfilling your part, understanding that in theatre, which is a collaborative art, the success of the whole depends on the individual's commitment. You do not have to know everything to begin, but you must have humility about what you do not know, be open to challenges, and be willing to respect the depth of knowledge, experience, and practice required to truly function as an artist.

At HB, we are immensely proud of our many successful alumni. We also welcome and accord equal respect to artists who are less well known and to those who are serious amateurs, i.e. those who demonstrate a real commitment to and love for the practice of theatre, regardless of where it takes them. An actor draws from life experience and we recognize that a broad range of life, professional, and practical experience adds richness to the Studio's working community. We understand that there are many points of entry to an authentic artistic practice, that some artistic work is more commercially viable than others but is not necessarily for that reason more valid. The Studio can accommodate and support a range of practice which, whether attractive in the marketplace or not, can inform and add depth to both commercial and experimental theatre, and to our exploration of the human condition.

### REGISTRATION INFORMATION

The 3rd-floor registration staff is available during office hours to advise you on course and schedule options. No appointment is needed. The office can get busy during registration, so please arrive one half hour early when auditing or enrolling in classes. We also accept registration online and by telephone with debit and credit cards (Visa, Discover and MasterCard). **Payment for audits must be made in person on the day of the session.** Please call [212.675.2370 x1](tel:212.675.2370) for more information.

### OFFICE HOURS

Regular Office Hours (for information and registration):

**Monday–Friday** 9:30am–7:30pm

**Saturday–Sunday** 9:30am–4:00pm

**Choosing Your Course of Study:** HB Studio offers the flexibility of choosing to take a single class, to put together your own full-time studio course schedule or to join one of our full-time study intensive programs. If you are interested in taking a class or putting together your own full-time studio program, we advise you to schedule an intake audition with our faculty panel, and an appointment before the start of the term to speak with the Studio's Registration Team, ([registration@hbstudio.org](mailto:registration@hbstudio.org)). For information on The Uta Hagen Institute's full-time intensive programs, contact The Uta Hagen Institute Program Administrator, Jim Boerlin ([jboerlin@hbstudio.org](mailto:jboerlin@hbstudio.org) or 212.675.2370 x38). To learn more about our International Student program, contact Snezhana Chernova and Angela Hickman ([international@hbstudio.org](mailto:international@hbstudio.org) or 212.675.2370 x28).

**Auditions and Prerequisites:** HB offers 3 levels of training which lead to Studio Practice. Level 1 classes are open to all without prerequisite. New acting students must audition to work at Level 2 or higher. Working professionals may submit a professional reel via online submission in lieu of the intake audition. New playwrights submit a full-length script for upper level courses. Placement for continuing students is by faculty recommendation. Auditions are required for the Hagen Core Training and Hagen Summer Intensive. Special programs and advanced workshops generally require an online submission.

Intake auditions are held before a panel of faculty who will assess each student's skills and make the best placement against HB's training progression. Students will then be invited to choose from a menu of classes at the level they have been assigned.

Auditions require the preparation of two contrasting contemporary monologues (3 minutes each) or a contemporary partnered scene (5 minutes), and a brief a cappella song. Students will be notified via email following the audition. The Studio charges a one-time nonrefundable fee of \$15.00 for an audition.

**Before You Register:** We strongly encourage all students to acquaint themselves with the policies regarding refunds, credits, and transfers before registering for classes. Students may audit classes prior to enrollment. **There are no refunds or credits once you register and the class is under way, except in the case of serious illness or withdrawal for military service. Requests for these exceptions must be made within three weeks of the first day the student is absent from class.**

Online registration is available only to students who are at least 18 years of age at the time of registration and, by registering online, you shall be deemed to have represented and warranted to HB Studio that you are at least 18 years of age. Any prospective student who is less than 18 years old at the time of registration should contact the third floor registration staff at [212.675.2370 x1](tel:212.675.2370) in order to register for courses and such registration will be permitted only at the discretion of HB Studio.

**Registration with HB Studio is non-transferable.**

## AUDITS

HB Studio offers students the unique opportunity to observe classes before registering. Interested students are encouraged to audit classes in the term before you plan to enroll. Please call on the day you plan to come, or the night before for a morning class, to verify that the class you would like to observe will meet as scheduled. Plan to arrive 30 minutes before the class begins. **Latecomers will not be admitted. Payment for audits is by cash or credit only.** The fee for an audit is \$20. A second audit of the same class is not permitted. Audits are not permitted for workshops.

## STUDENT IDS

Registered students may request an HB Studio Identification card, which may be used for student discounts at participating vendors, partners, shows, and at HB Studio events. Student offers are announced on our 2nd-floor bulletin board and through our email Weekly Notice. For full-time students, Photo IDs are available for a cost of \$10.

Students may also use the card for discounted tickets at participating theatres. Contact the venue box office in advance to inquire about any discounts with your student ID card. Check our email Weekly Notice or the 2nd-floor bulletin board for current student discounts and ticket offers.

## PAYMENT

HB Studio accepts cash, personal checks, travelers' checks, money orders, Visa, Discover, MasterCard, and wire transfers. A fee of \$35 is payable for all wire transfers. We accept credit card payments online and by telephone for registration fees, class tuition, and audition fees only. Audits must be paid in cash on the day of the class.

**Course Fees:** Students must register for the entire term and the full course fee must be paid upon registration. Students paying by wire transfer must provide proof of the transfer within 48 hours of registration. **Audits may not be applied to enrollment fees.**

**Late Registration:** A student may register for a course up to three weeks after the term begins as long as there is still space available in the class. The full class fee will apply.

**Returned Checks:** HB Studio charges a handling fee of \$35 (cash only) for processing returned checks. The fee applies to any check that is not accepted by the bank or institution on which it is drawn, regardless of the reason. If your check is returned, you must pay all fees in full by cash or money order before you will be allowed to attend class or register again. If a check is returned, you must make all future payments by cash, money order, or credit card (Visa, Discover or MasterCard).

**Discounts:** Discounts, such as the Early Bird Discount and Union Discount, are valid for Studio Classes only and cannot be applied towards workshops, audits, room rentals, or book or equipment purchases. **Discounts cannot be combined and cannot be applied retroactively.**

### **REFUNDS, WITHDRAWALS, TRANSFERS & CREDITS**

**For Studio Classes there are no refunds, credits, withdrawals, or transfers as of the first day of class for which you are registered.** The Studio will approve and process requests for refunds, credits, withdrawals, and transfers only through the DAY BEFORE your first day of class. Withdrawals and transfers made at any point after your initial registration will be charged a \$27 administration fee for each course from which you withdraw or transfer. Schedule changes must be made in person or by phone.

Programs under The Hagen Institute, Workshops and Special Programs may have separate policies regarding refunds and/or withdrawals. These policies will be indicated within each program's enrollment details.

### **Exceptions**

**Withdrawal for Illness or Military Service:** A student may withdraw after the first class for (1) serious illness or (2) military service. To request a refund or a credit you must submit a letter to the Student Affairs Committee at [studentaffairs@hbstudio.org](mailto:studentaffairs@hbstudio.org). The committee meets once a week to review requests. You must include a medical certificate in the case of illness, or induction papers in the case of military service. Written documentation must be received within three weeks of your withdrawal. Specify in your letter the date of the last class attended. Otherwise, consideration for withdrawal will be retroactive only to the date that the Studio receives your request letter. All decisions of the Student Affairs Committee are final. Approved withdrawals are subject to a \$27 administrative fee for each course from which you withdraw.

**Scholastic Drops:** An instructor may determine that the level or format of a class is not appropriate for a particular student. The instructor may then request, at his or her discretion, that the student withdraw from the class as a "scholastic drop." In such a case, the student will receive a refund for the remaining classes or may transfer to another class or level. Instructors may also determine whether or not a student should continue in a class from term to term.

**Transfers:** Transfers requested prior to the first day of class may be made in person or by phone, with no approval necessary. As of the first day of class, students with an unforeseen conflict may request a transfer to another class at the same level and department as long as there is available space in the class. Transfers are granted at the discretion of the Student Affairs Committee. Please contact the Student Affairs Committee at [studentaffairs@hbstudio.org](mailto:studentaffairs@hbstudio.org). Transfers are not allowed past the third week of the term. **A fee of \$27 will apply** for each course transfer made at any point after your initial registration.

**Credits:** School Account Credits expire one year from the date in which they are issued, and may be applied to any other class, workshop, audit, audition, registration fee, space rental or merchandise.

### **FULL-TIME STUDY**

For students interested in an integrated full-time course of study, HB is proud to offer the programs of The Uta Hagen Institute: the 6-week Hagen Summer Intensive and the year-long Hagen Core Training Program. Contact The Uta Hagen Institute Administrator, Jim Boerlin ([jboerlin@hbstudio.org](mailto:jboerlin@hbstudio.org)) for more information.

Students who prefer to design their own program may select from the menu of Studio classes offered each term according to their level of placement. For comprehensive training, full-time studio students should register for a minimum of seven classes per week. Acting, Speech, Speaking Voice, Movement, and Alexander classes are standard for students pursuing a full-time program; this includes international students studying under an F-1 visa. F-1 Visa students please contact the international student advisors ([international@hbstudio.org](mailto:international@hbstudio.org)). All others interested in a full-time Studio program please contact the Studio's Registration Team ([registration@hbstudio.org](mailto:registration@hbstudio.org)).

### **INTERNATIONAL STUDENTS**

HB Studio is authorized under Federal law to enroll nonimmigrant alien students. HB Studio will consider applications from individuals, generally with substantial theatre training, who wish to pursue a full course of study, and who meet both U.S. Citizenship and Immigration Service (USCIS) and HB Studio requirements.

HB Studio has welcomed international F-1 visa students since 1967. Applicants must possess verbal and written fluency in English and must commit to a full-time program of study, which the Studio defines as a minimum of seven classes per week. Within parameters you may organize your own full-time program drawing from a broad range of Studio classes. Selections from Acting, Speech, Speaking Voice, and Movement classes are required. Upon assessment, F-1 students who are not native English speakers may also be advised to take Acting in English and American Accents in order to ensure adequate language support. They may also be required to supplement their Studio program with outside English as a Second Language (ESL) courses.

Those international students who prefer a more intensive, prescribed curriculum are encouraged to apply for one of The Hagen Institute's programs: The Hagen Summer Intensive or the three-term Hagen Core Training Program. Additional requirements, deadlines, and applications are available from the Studio office and posted at [hbstudio.org/international](http://hbstudio.org/international). HB Studio is unable to assume any liability for refusing admission to an international student whose visa or immigration status does not permit HB Studio to accept them as students in compliance with applicable law and shall have no obligation to refund tuition to any such international student.

**Application Fee:** Prospective International students pay a non-refundable \$25 application fee to be considered for enrollment.

**Registration Fee:** International visa students pay an annual, non-refundable administrative fee of \$150 and international visa students on Optional Practical Training pay a non-refundable fee of \$100.

For questions, please contact our International Student Advisors, Snezhana Chernova and Angela Hickman at [international@hbstudio.org](mailto:international@hbstudio.org) or 212-675-2370 x28. For questions about The Hagen Institute, please email Jim Boerlin at [jboerlin@hbstudio.org](mailto:jboerlin@hbstudio.org) or 212-675-2370 x38.

### **ATTENDANCE POLICY**

Students are expected to observe professional discipline. It is your responsibility to contact the Key Student and/or notify your instructor when you cannot attend a class or have a valid reason to be late. You may be dropped without a refund if repeatedly late, unprepared, or absent. After two consecutive absences your Key may contact you to determine your interest in continuing. After three consecutive, unexcused absences you may lose your place in the class. Students who arrive after the start of class without prior communication may be marked absent.

### **FACULTY**

HB Studio offers you a distinguished faculty of accomplished artists whose livelihood is gained primarily from performing. Their professional activities and experience enhance the value of their offering.

Every effort is made to keep faculty substitutions to a minimum. However, on occasion, when professional engagements come up, the Studio will arrange a substitute from our extended professional community. Each instructor will approach the course objectives according to his or her own methods and experience as a working theatre artist.

### **CLASS CANCELLATION**

HB Studio reserves the right to cancel individual classes or entire courses in its sole discretion. In the event that a class is cancelled, the Studio will make a reasonable effort to schedule a make-up class at a mutually convenient time and no refund will be given to students who are unable to attend this make-up class. In the event that a make-up class cannot be scheduled or an entire course is cancelled, HB Studio will promptly refund students a prorated share of the course tuition that has been paid by the student. If one class in a ten-class course has been cancelled, HB Studio will reschedule the class or offer students a free Audit Card to use at their convenience to observe another class at HB Studio. We regret that we cannot provide refunds or reimbursement for any expenses other than course tuition.

### **FACILITIES**

The HB Studio facilities are comprised of three buildings in the heart of Greenwich Village New York City. Classroom spaces are located in 120 and 122 Bank Street and our Theatre and performance space is at 124 Bank Street.

**Cell Phones:** Please respect our working environment and turn off all audible ringers on mobile devices before entering the building. Cell phone conversations are not permitted in our hallways.

**Classrooms:** There are five studios in the main building at 120 Bank Street. The basement, 1st floor, and 2nd floor each have a large studio. The 3rd floor includes two classrooms known as the Speech Room and the Shack. HB also uses the 3rd-floor studio at 122 Bank Street for classes. Dressing room and bathroom facilities are located near each studio. There is an accessible bathroom on the 1st floor.

**Studio Rentals:** Studio space is often available for rental to HB students during regular Studio hours for rehearsals in preparation for class. Students may NOT rehearse in empty classroom spaces without permission from Studio office staff. No studio rentals will be booked after regular class hours, nor are students permitted to remain on premises once staff have closed the buildings for the evening. For studio rental inquiries please contact [scheduling@hbstudio.org](mailto:scheduling@hbstudio.org).

**Green Room Areas:** The Green Room areas include the basement hallway and the 2<sup>nd</sup> and 3<sup>rd</sup> floor landings of 120 Bank Street. Please help us keep these areas clean, comfortable, and above all, quiet. Short of running lines quietly, these areas

should NOT be used for scene rehearsals, video/music streaming, or telephone calls. The Studio is not responsible for valuables or personal belongings left anywhere on the premises.

**Bulletin Boards:** Information on casting, current and upcoming shows, and related items may be posted on the bulletin board in the 2<sup>nd</sup> floor corridor following approval by the office staff. Services such as headshot photography, job opportunities, apartments to rent, and other miscellaneous notices may be placed on the basement bulletin board and do not require approval. The Studio staff clean this board monthly. Special events, new classes, workshops and notices for F-1 visa students are posted on the 2<sup>nd</sup> floor bulletin board and on the 3<sup>rd</sup> floor outside the office. All other bulletin boards are reserved for announcements of upcoming HB performances, projects, and special events, sign-up lists for volunteer opportunities, etc. These are located on the 2<sup>nd</sup> floor, 120 Bank Street, on the landing between the 1st floor and basement, and on the ground floor of 122 Bank Street.

**Accessibility:** We regret that HB's buildings offer limited access to individuals with disabilities due to the era in which they were constructed. Our 1<sup>st</sup> floor-acting studio and the Playwrights Foundation Theatre are accessible spaces and include restroom facilities. Our other facilities present obstacles for individuals who use a wheelchair for mobility. If you are a person living with a disability that requires special accommodation, please contact [registration@hbstudio.org](mailto:registration@hbstudio.org) to inquire about accessibility arrangements.

### PHOTOGRAPHING & VIDEOTAPING CLASSES

Photographing or videotaping of classes or presentations is not permitted except by special arrangement and with approval of the Studio's Executive Director.

### WEEKLY NOTICE

HB's email Weekly Notice lists registration dates and deadlines, upcoming special events, performances and workshops, as well as other news items of interest to students and other members of the HB community. To join our list, subscribe online by clicking on the "Join Our Mailing List" button at the bottom of the website. Students wishing to share information about upcoming performances may do so through our student/alumni news. The Weekly Notice is sent out Sunday evenings; performance notices must be submitted by the Thursday of the week you would like your announcement to run. The Studio reserves the right to edit content and format.

### FINANCIAL AID

#### Scholarships

HB Studio makes limited scholarship funds available for students of demonstrated talent and commitment who lack the means to study. Scholarships are awarded based on need, merit, a statement of goals and intent, and instructors' recommendations.

Applications for Studio class scholarships are accepted prior to each Term with deadlines and applications posted at [hbstudio.org/financial-aid](http://hbstudio.org/financial-aid). Scholarships for The Hagen Institute's Core Training or Summer Intensive programs are awarded through a separate process and students should indicate their wish to be considered for scholarship support when applying for these programs.

In addition to general scholarships, we are pleased to offer certain select scholarships for students studying in particular departments and programs. Visit [hbstudio.org/financial-aid](http://hbstudio.org/financial-aid) for details.

*Please note that if you are awarded a scholarship, you are required to enroll in class by the first day of the term. Failure to utilize your scholarship by this date may result in forfeiture. HB scholarships are awarded on consideration of both merit and need, and are given with the expectation that those supported will lead their fellows in discipline, attendance, preparation, and demonstrate a full commitment to their work in class.*

#### Work-study

Key Students and Studio Assistants (SAs) are an important part of HB Studio. In exchange for helping with class set-up, attendance, faculty correspondence, maintenance, cleaning, administrative duties, and more, these work-study students earn the option to add a free course to their schedule. Key positions are assigned to students upon the recommendation of their teachers, and Studio Assistants are assigned based on applications submitted online. Work-study positions are given to students who have proven reliable, punctual, and conscientious in their classwork, and show a true commitment to the Studio's mission. In addition to the required work-study hours, all Key Students and SAs are required to perform 4 Community Hours per term and to participate in the annual Spring Clean-Up.

**Key Students:** Select classes have a Key Student, appointed by the instructor, to serve as a monitor and teacher's assistant. The key is responsible for preparing the classroom, taking attendance; maintaining class contact lists; tracking auditors; assisting with emergency procedures; seeing that the Studio is left in proper order; and such other tasks as the teacher may require. In exchange for the key scholarship, keys are also asked to provide 4 Community



Hours per term, as well as participate in the annual Spring Clean-Up. Key Students are assigned based on teacher recommendation.

**Studio Assistants:** Studio Assistants (SAs) work 4 hours weekly in either two 2-hour shifts, or one 4-hour shift. The shifts are scheduled based on student work interest and advisor availability. Facilities assistant shifts are available 9:00am – 11:00am and 2:30pm – 4:30pm during Monday through Friday. Administrative assistance shifts are available between 9am and 6pm weekdays.

**Facilities Assistant SA's** will have regular duties, like sweeping and/or mopping the studio stairs, sweeping or helping with snow removal from the front of the building and in the courtyard, mopping floors and wiping down restroom counters, sweeping studios, cleaning and stowing props in studios, etc. These tasks can generally be completed in two-two-hour shifts a week.

**Theater Assistant SA's** will help in the theater, and will have regular duties, like sweeping and/or mopping the lobby and restrooms, cleaning and stowing props in studios, event and production set-up and strike, etc. Experience with carpentry or interest in technical aspects of theater are encouraged.

**Office Assistant SA's** will work with either the Development, Marketing, Registration, Technology or Director's Offices as well as the HB Studio Student Library and will help with tasks like data base updates, filing, taking ticket reservations over the phone, organizing the library, mailings, internet research, scanning for archives, etc. These tasks can be completed in either two-two-hour shifts or a four-hour shift within the weekday hours of 9am – 6pm.

On acceptance to an SA position the SA will sign an agreement indicating their regularly scheduled shift and their staff supervisor. The staff supervisor must approve changes in shift time in advance. If an SA misses more than 2 shifts without ample notification they may be asked to leave the SA program and withdrawal from their class. Poor attendance may also prohibit a student from future SA positions. An SA's duties and shifts may vary within any given term with the agreement of both the SA and staff supervisor. An SA student may receive free enrollment for a maximum of one class per term.

### **Community Hours**

Over the course of the term student help will be needed to assist with front of house management for performances and talks, mailings, and other projects. All Key Students and Studio Assistants are required to complete 4 Community Hours a term. Community Hour opportunities will be sent out via email at various times over the term and hours will be assigned on a first response basis. If at the end of a term you realize you have not completed your Community Hours please be in touch with Sara Kuntz ([skuntz@hbstudio.org](mailto:skuntz@hbstudio.org)) and the Registration Team ([registration@hbstudio.org](mailto:registration@hbstudio.org)) to make arrangements. In order to continue into a new term as a work-study student Community Hours must be completed or scheduled.

### **How to Apply**

To be eligible for a Key or Studio Assistant position, a student must be studying at the Studio for at least one term and be enrolled in at least one other class for each "work-study" class taken. Requests for exceptions due to financial hardship may be addressed to the Student Affairs Committee in writing ([studentaffairs@hbstudio.org](mailto:studentaffairs@hbstudio.org)). No student will be allowed more than one "work study" class registration per term.

Contact the instructor directly if you have an interest in serving as a Key Student for a particular class, or email the Registration Team ([registration@hbstudio.org](mailto:registration@hbstudio.org)) for more information.

Use the online application at [hbstudio.org/financial-aid](http://hbstudio.org/financial-aid) to apply to be a Studio Assistant.

### **SPRING CLEAN-UP**

Our annual Spring Clean-Up is a cooperative effort by faculty, staff, and students that celebrates the spirit of volunteerism and community on which the Studio was founded. Take a break from your studies, join us in a yearly ritual of scrubbing, painting, spackling, repairing, renovating, and help us care for our artistic home. We provide food and fellowship. Your participation helps us keep our overhead, and thus your tuition fees, as low as possible. All key students and SAs are required to take part. Visit our online calendar for Spring Clean-Up dates.

### **SAFETY**

Please report any unusual incident immediately to the office staff and they will inform the appropriate authorities accordingly.

**Fire:** In case of fire, an alarm will sound throughout the building. Leave the building immediately using the nearest exit. By law, all exit routes must be kept clear. Never block these areas with props, furniture, etc. Fire escapes are for emergency use only. Your teacher and Key Student will guide you.

**Injury:** Warm-up exercises at the beginning of movement classes are necessary to prevent injuries. Therefore, students may not participate in movement classes if they arrive more than 10 minutes after the start of class. Please notify the 3rd-floor office staff immediately in case of accident or injury in class or on our premises.

**Damage to Props, Furniture or Facilities:** Please move any damaged furniture or props to the side, and inform your Key Student or instructor. The Key Student will report the damage to the office staff.

**Bicycles, Roller Skates, Roller Blades:** No non-collapsible bicycles are allowed in any of the buildings. Roller blades, roller skates may not be worn in the buildings. None of these items are allowed in scene work. At the instructor's discretion, students may bring collapsible bicycles that have been fully folded into the classroom with them during class time. Ask your instructor for permission before bringing your collapsible bicycle to class.

**Smoking:** In accordance with New York State Law, all HB facilities are smoke-free, therefore smoking is not permitted in scene work or rehearsals. If you wish to smoke outside, please do so ten feet away from the buildings and discard your smoking materials in the receptacles provided.

**Alcohol:** Outside of special Studio-sponsored events, alcohol consumption on HB Studio premises is strictly prohibited. The use of alcohol is never permitted in scene work. Anyone observed drinking or using illegal drugs on Studio premises is subject to expulsion.

#### **WAIVER OF LIABILITY**

HB Studio endeavors at all times to maintain a clean and safe learning environment. Nonetheless, HB Studio cannot be a guarantor of safety and each student, by entering the HB Studio facilities, assumes all risk of injury, loss, bodily harm and other damages. By entering the HB Studio facilities, you will be deemed to have waived all right to recovery from HB Studio and its affiliates (and their respective employees, agents, officers and directors) for any such injury, loss, bodily harm and other damages, other than those directly resulting from the gross negligence or willful misconduct of HB Studio.

THE MAXIMUM AGGREGATE LIABILITY OF HB STUDIO AND ITS AFFILIATES (AND THEIR RESPECTIVE EMPLOYEES, AGENTS, OFFICERS OR DIRECTORS) TO ANY STUDENT OR PROSPECTIVE STUDENT WITH RESPECT TO ANY OF THE MATTERS DESCRIBED IN THESE REGISTRATION AND STUDY POLICIES OR FOR ANY BREACH OF SECURITY OR DATA LOSS, REGARDLESS OF WHETHER UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY, SHALL NOT EXCEED THE GREATER OF (A) \$500 AND (B) IN THE CASE OF (1) ANY PURPORTED LIABILITY OWING TO A STUDENT, THE BASE TUITION COST FOR THE MOST RECENT COURSE WHICH SUCH STUDENT ATTENDED PRIOR TO THE EVENTS GIVING RISE TO SUCH PURPORTED LIABILITY OR (2) ANY PURPORTED LIABILITY OWING TO A PROSPECTIVE STUDENT, THE BASE TUITION COST FOR THE MOST RECENT COURSE FOR WHICH SUCH PROSPECTIVE STUDENT REGISTERED PRIOR TO THE EVENTS GIVING RISE TO SUCH PROSPECTIVE LIABILITY. IN NO EVENT SHALL HB STUDIO OR ANY OF ITS AFFILIATES (OR ANY OF THEIR RESPECTIVE EMPLOYEES, AGENTS, OFFICERS OR DIRECTORS) BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ON ACCOUNT OF THE MATTERS DESCRIBED IN THESE REGISTRATION AND STUDY POLICIES.

#### **EQUAL EMPLOYMENT/EQUAL OPPORTUNITY POLICY**

The Herbert Berghof Studio, Inc. ('HB') strictly prohibits discrimination against any employee or applicant for employment, or against any student or applicant for study because of the individual's race, color, religion, age, genetic predisposition, carrier status, national origin, sex, sexual orientation, marital status, or status as a veteran or disabled person. This policy applies to all HB activities, including but not limited to recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

#### **GENERAL POLICY AGAINST HARASSMENT**

Harassment in the workplace or classroom based on any of the above-listed characteristics is prohibited. Impermissible harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any of the above-listed characteristics and/or thereby effects or creates an intimidating, hostile or offensive environment; unreasonably interferes with an individual's work performance or training; or adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping, threatening, intimidating, or hostile speech or acts, including acts purported to be "jokes" or "pranks"; and written or graphic material that denigrates or shows

hostility or aversion to an individual or group because of his or her membership in one of the above-referenced groups. Even if behavior of this nature does not rise to the level of unlawful conduct, it is nonetheless impermissible under this policy.

**Procedure for Violation:** If you believe that you have been subjected to any conduct of the type described in these policies, you are urged and expected to report the relevant facts promptly to the Executive Director or a member of the Executive Committee of the Board of Directors (Marie-Louise Stegall, Duncan Hazard, Cindy Curtis Nelson, Dr. Wallace Johnson, Theodore S. Berger, Alison Lonshein, Richard Mawe). The Full list of HB's Board of Directors can be found online at [hbstudio.org/about-hb-studio/board-staff](http://hbstudio.org/about-hb-studio/board-staff). You should report the conduct regardless of the offender's position at the Studio, and you should report the conduct even if the offender is not employed at HB Studio (for example, a vendor, auditor or fellow student).

Your prompt reporting is very important if the Studio is to take action. All reports will be addressed promptly, with further investigation conducted where needed to confirm facts or resolve disputed facts. In conducting its investigations, the Studio will strive to keep the identity of individuals making reports as confidential as possible.

Appropriate disciplinary action (up to and including cancellation of contract or expulsion) will be taken against Studio personnel or constituents found to have violated these policies. Individuals who violate these policies may also be subject to legal and financial liability.

**Retaliation Policy:** It is against Studio policy to take retaliatory action against an individual for reporting inappropriate conduct pursuant to these policies. In the event you believe that you have been retaliated against for having made such a report, you should follow the above procedures.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is a specific type of discriminatory harassment. It is unlawful and will not be tolerated. According to the EEOC's guidelines, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, wage, evaluation, further training, or advancement.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive work or learning environment.

HB Studio prohibits conduct that constitutes or could lead or contribute to sexual harassment. Examples of such conduct are:

- Repeated unwelcome sexual flirtations, advances or propositions.
- Unsolicited and inappropriate touching of, or verbal abuse about, an individual's body.
- Graphic verbal comments of a sexual nature about an individual's body or appearance.
- Sexually degrading words used to describe an individual.
- The display of sexually suggestive objects or pictures, including accessing, downloading or displaying such images from the Internet.

Even if behavior of this nature does not rise to the level of unlawful conduct, it is nonetheless impermissible under this policy.

### **INACCURACIES/TYPOS**

HB Studio is not responsible for typos or misprints contained within our web site or our printed materials. We reserve the right to correct typos, errors and descriptions as needed to maintain accurate information. Under no circumstances will HB Studio be liable for misquoted content. All information and prices should be verified prior to final transactions.

### **MODIFICATION OF TERMS**

We reserve the right to change or modify these Registration Policies at our sole discretion at any time. Any change or modification to these Registration Policies will be effective immediately upon posting by HB Studio on our website. You are responsible for periodically reviewing the most up to date version of these Registration Policies on our website.

### **ACCURACY OF INFORMATION.**

You understand and agree that all information provided by you is accurate, current and complete and that you will maintain and update your information to keep it accurate, current and complete. You acknowledge that if any information provided by you is untrue, inaccurate, not current or incomplete, we will have the right to terminate your enrollment in our courses without refund of any enrollment or registration fees.



**PRIVACY POLICY**

HB Studio may from time to time obtain information about you from our website or otherwise. Our use of any such information shall be subject to our Privacy Policy, which can be reviewed at [hbstudio.org/classes/registration-policies/privacy/](https://hbstudio.org/classes/registration-policies/privacy/).