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## *WELCOME TO THE HAPPIER VALLEY COMEDY TRAINING PROGRAM!*

### **GENERAL REGISTRATION**

#### **Can I drop the class and get a refund? What's the Compassionate Care Refund?**

Comedy is an emotional contact sport; emotions and content brought up and the learning curve may be uncomfortable for you. If you're someone who has recently experienced trauma or are in the middle of a vulnerable healing process, the most compassionate act may be to skip class for now. In that case, you're welcome to take advantage of the Compassionate Care Refund, which you can request up to 5 days before the second class in order to receive a 100% refund from Happier Valley Comedy if you decide that this is not the right time for you to take improv class. (We'll be here with open arms when you're ready.) Email us for more information.

#### **When do classes open for registration?**

Classes and workshops publicly open for registration in the Friday newsletter one month before they begin.

#### **When do I get a super secret early registration email?**

Current Zen 1-3 and Hello You students receive a "super secret" opportunity to sign up four days before a class opens to the public in order to provide them a guaranteed spot in their next level of class. Due to the nature of the program, Advanced Improv students do not receive early registration opportunities.

#### **What if there is snow or inclement weather?**

The teacher will notify students at least three hours before class via email. A notice will also be posted on the front page of the website, plus the HVC Community and HVC Facebook pages. Students can text or call teachers if in doubt.

#### **When should I sign up for a class?**

We STRONGLY recommend you sign up as soon as it opens for registration. Many classes fill up very quickly!

#### **What if I don't have the funds to register right away?**

This is no problem at all! Email us about a week before registration opens, so we can set you up. If you need further assistance, we have a [School Fun Fund](#). If the money is in the Fun Fund and you need it, it's yours. If you'd like to give or receive Fun Funds to go towards a HVC class, please email us.

### **WHAT'S THE WORK EXCHANGE PROGRAM?**

We offer a limited amount of spots in our Work Exchange Program each session. In exchange for big discounts on classes, Work Exchange Volunteers work 4-8 Saturday nights during their session. When spots are available, applications are taken several weeks before each session. [More info about the Work Exchange Program here.](#)

### **WHAT IF I CAN'T OR PREFER NOT TO REGISTER ONLINE?**

If you have trouble registering online or would like to register over the phone, call Brown Paper Tickets at 1-800-838-3006. If you absolutely can't do online or over the phone registration, please email us to register and pay the old-school way.

### **HOW DO I UNREGISTER FOR OR CHANGE MY CLASS?**

To cancel or change your class, please email us and we will notify Brown Paper Tickets and do the necessary paperwork on our end. Please keep registration changes to a minimum! There may be a fee associated with registration changes.

### **HOW AND WHEN DO I RECEIVE A REFUND?**

If you need a refund due to change or cancellation, it's strongly recommended that you check your credit card bill at the end of the month. Brown Paper Tickets refunds take 5 to 7 business days to process and has made refunding mistakes on rare occasions.

### **WHAT'S THE 50% STUDENT REFERRAL DISCOUNT?**

Refer a THROUGH LAUGHTER professional development workshop, and if your referral leads to a booking, you will save 50% off your next class! Talk to Pam and see the THROUGH LAUGHTER page for more info.

Any other questions about registration? Email us please.

## **CLASS COMPLETION REQUIREMENT**

### **HOW MANY CLASSES CAN I MISS AND STILL MOVE ON TO THE NEXT LEVEL?**

Each student may only miss two classes of each session in order to take the next level.

## **CLASS BEHAVIOR**

### **ARE YOU GOING TO KICK ME OUT IF I'M A JERK?**

Short answer: It's extremely important to us that our school is a place where everyone feels free to fully express themselves without fear of being made to feel uncomfortable, unwelcome, or unsafe on account of biological sex, race/ethnicity, sexual orientation, gender identity or expression, cultural background, religious affiliation, age, or physical or mental ability (to name but a few.) Given the nature of comedy, we try to balance students' freedom to explore new, risky, and potentially uncomfortable territory while at

the same time maintaining your feeling of personal safety. It's a tricky balance, which is why all students must agree to abide by our [Student Bill of Responsibilities & Rights](#).

Formal answer: Students are expected to read and abide by our [Anti-Harassment & Issues of Respect Policy](#).

Shortest answer: Don't be a jerk. (We know you won't anyway!)

## **CONNECT WITH THE COMMUNITY:**

### **KEEP THE FUN GOING OUTSIDE OF THE CLASSROOM!**

#### **WHO DOES WHAT?**

In short: School -> Pam .... Shows/Theater -> Scott

#### **HVC SCHOOL ON SOCIAL MEDIA**

- [Happier Valley Comedy on Facebook](#) Get all the latest updates about shows, workshops, classes, and good news.
- [Happier Valley Comedy School Community on Facebook](#) A private group restricted to only HVC School students. A good place to connect with friends and make new ones.
- [Zenster Jamsters on Facebook](#) A group restricted to HVC School students to organize improv jams. Keep playing improv games and exercises on your own!
- Happier Valley Comedy on Twitter: [@happiervalley](#)

*Gratefully,* YOUR HAPPIER VALLEY COMEDY TEAM

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