



I.C.I. Studio

Imagine. Create. Inspire.™

PAINTING AND DRAWING SCHOOL OFFERING PRIVATE LESSONS FOR AGES 5 to ADULT

All private lessons are catered specifically to each student based on skill and ability. Whether a student's interest is in painting or drawing (or both), a guided lesson plan will be created to help them reach their artistic goals. **All materials are provided.**

PRICE PER LESSON	MONTHLY TUITION	
DRAWING or PAINTING	4 weeks	5 weeks
1 hour: \$41	\$164	\$205
45 minutes: \$33	\$132	\$165
1/2 hour: \$25	\$100	\$125

*There is no contract. Students may alternate between drawing and painting at any time according to their individual lesson plan.

Children ages 5-7 will be considered based on attention level.

I.C.I. Studio, 529 Main St, Studio 205, Loveland, OH 45140
(513) 888-7353 ici-studio.com info@ici-studio.com

POLICIES

Safety First

I.C.I. Studio follows current State of Ohio and CDC protocols. We are able to accommodate physical distancing during lessons and events and will be sanitizing the studio before and after each student/group. The instructor and any staff members will be wearing a mask at all times.

Meet-and-Greet Before First Lesson

I.C.I. Studio requires a short meet-and-greet between the instructor and student before the first lesson is scheduled. This allows the instructor and student (and parent, if applicable) to discuss the student's artistic goals and to establish a comfort level prior to the commencement of lessons. This meeting usually lasts approximately 20 minutes and there is no charge.

Tuition

All lesson tuition payments are due in advance on a monthly basis. I.C.I. Studio will submit an invoice by email for payment on or before the 1st of each month. That month's tuition must be paid prior to the student's first lesson. Tuition is not prorated, credited, or refunded for lessons missed or cancelled by the student. For students who enroll for lessons after the first week of a month, the tuition will be prorated according to the number of scheduled lessons in that first month.

Variable Monthly Tuition

Monthly tuition is charged according to the number of scheduled weeks in that month. For example, in months that have four weeks of scheduled lessons (with one lesson per week), you are charged for 4 lessons. In months that have 5 weeks of scheduled lessons (with one lesson per week), you are charged for 5 lessons. In months that have 3 weeks of scheduled lessons (with one lesson per week) due to a scheduled holiday closure, you are charged for 3 lessons.

Instructor Cancellations and Substitute Instructor

If your instructor has to miss a teaching day, a qualified substitute instructor on staff will teach the student's regularly scheduled lesson. If a substitute instructor cannot be arranged, the lesson will be rescheduled.

Student Cancellations and Rescheduling

All lessons missed in accordance with studio policy, illness, emergency, or inclement weather conditions, must be rescheduled. Each instructor will offer various make-up times, either individual or group. Should you choose NOT to make up the lesson within the month, the lesson will be forfeited. Notification of cancellation must be received prior to the lesson in order to

receive a make-up lesson. Otherwise, no notification will automatically forfeit the weekly lesson.

Tardiness

If a student is late to their lesson, the missed time is forfeited and will not be made up by the instructor. In the event that the instructor is late, the missed time will be made up at the end of the lesson, or at the student's next lesson.

Scheduling

All scheduling matters are handled by the administrative team (including, but not limited to, student lesson cancellations, conflicts, vacation plans, requests for a different weekly lesson time, and discontinuing notices). If you have questions, concerns, or need to notify of an upcoming conflict, please email info@ici-studio.com or call us at 513-888-7353. All I.C.I. Studio instructors determine their own schedules, teaching methods, and lesson plans prepared according to an individual student's skill level and ability.

Summer Lessons

One benefit of taking lessons with us is that we offer lessons year round, including throughout the summer. We understand some students may go out of town during the summer and may miss lessons due to vacations, travel plans, or camp. To continue reserving your weekly lesson time with your instructor, monthly tuition payments are required, as this serves to reserve your weekly lesson time. If you will miss certain weeks in the summer, you have the option to make up these missed lessons if you provide a notice in advance for any of the lessons you will miss. Students who stop lessons and monthly payments during the summer give up their lesson time to the next student on our waiting list and will need to re-enroll when they resume lessons. We do not offer any "hold" of lesson times without tuition payment, which serves to reserve the lesson time with the school.

Before and After a Lesson

I.C.I. Studio is not responsible for the care or safety of any student before or after that student's scheduled lesson time. Parents and/or caregivers are responsible for the care of their children who are not in scheduled lessons while on I.C.I. premises. Students may not be left unattended more than ten minutes before or after their lesson. Students who are six and under must be with a parent at all times in the common area.

Parking

Parking is in front of, on the east side of, and in the back of the building.

Lesson Observation

Parents are always welcome to sit in on their child's lessons as long as the lesson is not being disrupted, and the instructor is given command over the lesson time.