

ARTIST CENTER

Enrollment Processes, Procedures & Policies

Enrollment Process

Commencing with each term, and to reserve your seat in advance, please visit the **Artist Center** website at www.lessonsinar.com. Select 'Registration', copy and paste into an email. You will then be notified.

Your seat is reserved immediately after payment is received. You may make payment on or before first day of class at studio location with cash, credit card or check. To pay online, please request invoice via email. Payment can also be sent to studio location address: 3740 Castro Valley Blvd. Castro Valley Ca. 94546 via US Mail. Any enrollment after the term commences, and only if space is available, a prorated for the remainder of classes will be applied. This excludes the annual registration fee.

Cancellation Policy

There are no refunds of any kind after the first class. There will be a cancellation fee of \$35.00. Your registration fee is non refundable. Any cancellation must be in writing. Four weeks after written notice of cancellation refund will be sent via U.S. mail.

Refund policy

Any refund will be granted, and delivered via US mail, within four weeks. Any such refund shall be prorated as approved, and authorized, by the **Artist Center**. There will be no refund of registration fees in any fashion, whatsoever.

Missed Classes

At the full and final discretion of the **Artist Center**, any missed class may be made-up on a "space available" and schedule availability basis only. There is no refund, whatsoever, for any missed classes.

Students are allowed to make up two (2) missed classes; and only with the instructor's approval - during that same term only. Students/parent should notify the **Artist Center** office of any missed class so as to reschedule.

The **Artist Center** reserves the right to provide qualified substitute teachers in the event of their absence. In the event of a class canceling due to an instructor, The **Artist Center** may elect, at its discretion, to add an additional week to the class schedule.

Payment

For your convenience, we accept several forms of payment – Master Card, Visa, American Express, PayPal, Check, or Cash. Payment through any credit card is made online or at studio location. Please do not send cash via US Mail.

All accounts are due, and payable, prior to the first day of class. Any delinquent account will have a charge after the first class attended.

Any student with a delinquent account will be removed from the class.

Delinquent Accounts

All delinquent accounts will be charged a late fee of \$5.00 per each week missed. If any student attends one full term (8 weeks) without payment, there will be an additional \$25.00 per week charge until balance is paid in full.

Returned Checks

All returned checks will be charged a service fee of \$35.00 which must be paid prior to attendance of any class, or service, provided by the **Artist Center**.

Attendance (Sign In – Out)

Each student is responsible to sign in at the time of arrival, and also sign out when departing. If a student does not sign out, the instructor in attendance will approximate the time of departure. Disregarding this obligation, for whatever reason, may result in an extended “Over Time Charge” of \$5.00 for each 15 minutes beyond class time, and at the discretion of the **Artist Center**. If the student does not sign in and the hour for the class is finished, that will be time recorded. Student can wait in office area and explore the library while waiting for pick up and/or draw on marker board.

Student Conduct and Behavior

It is assumed by the **Artist Center** that each student has an interest in art and therefore wishes to pursue this interest. Consideration, and respect for others, is essential in a learning environment and is expected of each student.

Any disruptive behavior by any student which persists after two warnings and at the discretion of the **Artist Center**, is subject to expulsion from any and all classes – at the discretion of the **Artist Center**, and at any time. In the event of such expulsion, there shall be no refund, or credit, to any account or student whomsoever.

Artwork

The **Artist Center**, at its sole discretion, shall have the exclusive right to use, any and all, student and instructor artwork for the purposes of marketing and advertising.

Any student artwork left greater than one term will be considered abandoned and shall become the exclusive property of the **Artist Center**.

The **Artist Center**, any instructor, employee, or agent of the **Artist Center** is not responsible for any student or instructor artwork, supplies, or other matter.

Art Supplies and Clean Up

Art supply costs and expenses are to be paid for by each student, individually, and for each term; and at a cost as outlined in the schedule of costs. These costs are subject to change and modification by the **Artist Center** without notification, and at any time. All students are responsible for taking care of their own art supplies. The **Artist Center** is not responsible for any art supply or property of the student. If items are left behind refer to the “Lost and Found”. If items are not claimed after 16 weeks, the Artist Center will donate them to charity.

All reference material, printed or otherwise, and supplied by the **Artist Center**; is the exclusive property of **The Artist Center**. Reference material can be purchased at \$5.00 per (color sheet). No property, or art supplies, belonging to the **Artist Center** may be removed from any premises controlled, or owned, by the **Artist Center** without the express written authorization by the **Artist Center**.

Any student working with oil media is individually responsible for bringing their own materials to class. Oils, and their related material and supplies, are not provided or sold by the **Artist Center**.

No glass containers are allowed inside studio. Solvents are to be brought home and shall never be discarded at the **Artist Center** studio location.

Students shall clean up five minutes before the conclusion of each class. Students are expected to be considerate of others and to make the transition from the conclusion of a class to the commencement of the next class in a smooth transition.

Food and Drink

No food and drinks are permitted in the office area.

Food shall only be eaten at the students place setting and only while seated. Parents are expected to feed their children prior to class so they may properly concentrate without the distraction of being hungry.

Lost and Found

All belongings of students left at studio will be put in lost and found. Any item not claimed for greater than two (2) terms shall be disposed of at the sole discretion of the **Artist Center** and without any liability whatsoever.

Private Lessons

A private lesson is for one student and or a family of 2 or more. The cost of a private lesson is \$30 each student. This includes a two hour lesson and art supplies (excluding oils) Registration fee is an additional cost per term.

Recommendation Letters

All recommendation letters/forms must be sent to the Artist Center at the studio address two weeks in advance. The Artist Center does not research in any way documents for submission. The Artist Center does not mail signed letters/forms. That is the responsibility of the student. Each form submitted is a cost of \$20.00. Recommendation letters are based on students performance, participation, portfolio, conduct and learned skills during class time. Cost for any letters/forms are due with the paperwork student sends to administration office. There is no guarantee a recommendation letter/form will be for the best interest of the student depending on conduct and class performance.

Discounts

Sibling discounts shall apply for two (2) or more students (under the age of 18) and in the same immediate family. The first child shall be entitled to no discount. The second child shall be entitled to \$5.00 discount off invoice.

For every 3 students there will be a \$5.00 discount for groups such as Girl Scouts/Boy Scouts, day care facilities & Private education/Public education, etc.

I have read and understand all policies and procedures

Parent/Guardian Signature: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____