

THE 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', and fill out the appropriate forms as noted on this page; then select 'submit' or contact Artist Center to reserve your day/time.

You will be contacted by email, or phone, and will receive an invoice which can be paid online prior to class - your seat is now reserved immediately after payment. You can also make this payment on the first day of class. However, all payments made on the first day of day of class will only be accepted in the form of cash.

Homeschool Art: A PO must be submitted before 1st class and AC confirmation confirmed.

Cancellation Policy

No cancellations after payment has been made.

Refund policy

There are no refunds after payment has been made, however customer may change to another date and time and not to exceed 4 months after payment has been made. No outside party options. This applies only where space permits and approved by Artist Center.

Homeschool Art: Same as above and not to exceed calendar school year.

Missed Classes

At the full and final discretion of the **Artist Center**, any student missed class may be made-up on a "space available" and schedule availability basis only. There is no refund, whatsoever, for student 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 must notify the **Artist Center** office of any missed class at least 3 hours of class. If you have not notified administration before class, there are no makeups for that class.

The **Artist Center** reserves the rights 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.

Homeschool: No substitute instructors allowed.

Payment

For your convenience, we accept several forms of payment – Master Card, Visa, PayPal, Check, or Cash. You may also pay on-line via our invoice system which is emailed directly to your email inbox. Cash is always preferred. 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 not be accepted for class.

Homeschool Art: Invoice will be sent via email after services are rendered.

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 overtime charge of \$5.00 for each 15 minutes beyond this time and at the discretion of the **Artist Center**.

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 of any student to a class, or other student, 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 property 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.

All reference material, printed or otherwise, and supplied by the **Artist Center**; is the exclusive property of the **Artist Center**. 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.

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 food.

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) weeks shall be disposed of at the sole discretion of the **Artist Center**, and without any liability whatsoever.

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 a 10% discount on classes only. This discount excludes art supplies and registration.

This same discount shall also apply to groups such as Girl Scouts/Boy Scouts that exceed six (6) or more students.