

## Art Assembly Terms and Policies

### BOOKINGS

To confirm a booked place you must pay in full within the 3-day time frame stipulated on the booking form. In normal circumstances, we will not hold your place for longer than this time. Payment may be made through the secure online card facility (inclusive of an additional 2.9% + 0.30) or offline, by bank transfer or in cash.

### CANCELLATION BY US

If we cancel a course, you will be notified no less than 2 days before the course start date. You may choose to transfer the cost to an alternative course or receive a full refund, to be administered within 10 days of the course cancellation.

### CANCELLATION BY YOU

#### Courses

All courses cancelled by you within 5 days prior to the course start date are non-refundable. If you cancel a course between 5-10 days before a course start date, you will receive a refund of 50%. Cancellations made more than 10 days before a course start date will be refunded in full, less a \$30 administration fee. If you begin a course and then decide not to continue you will not receive a refund.

#### Course Transfers

You may request a course transfer up to 5 days before a course start date, subject to availability. Once a course is underway, course transfers will not be accepted. Individual classes missed cannot be made up through additional individual tuition, class credits or transfers.

### NON-ATTENDANCE

If you are unable to attend a class due to illness, or for personal reasons, you will not be entitled to a refund for classes missed, or to transfer to another course to make up your missed class.

### SECURITY ALERTS

In rare circumstances, we may have to cancel or postpone a class for reasons beyond our control. Unfortunately, in these circumstances we will not accept liability and cannot provide a refund or a course transfer.

### CLASS POSTPONEMENT

In the event of an unscheduled occurrence, such as staff sickness, we will endeavour to prevent class cancellation and to provide a substitute tutor. If we are unable to do this, the class may be postponed at very short notice and a replacement class re-scheduled. Should this situation arise we will make every effort to contact class participants as soon as possible.

## HEALTH & SAFETY

The school's health and safety policy is to protect you as much as possible from hazardous airborne vapours. Please consult your tutor if you require clarity on the following:

- Turpentine: substances such as turpentine are not only combustible but may be harmful to your health through vapour and skin absorption. It is also unfair to your classmates if they are forced to passively inhale your solvents. If you are using oil paint and require a solvent we request that you use odourless turpentine.
- Aerosol sprays: use of aerosol spray paints, spray glues and spray fixatives of any kind are prohibited in the studio.

## STUDENT CONDUCT

All students enrolled in any course at Art Assembly are expected to conduct themselves in a professional manner. Any student deemed to not be adhering to the school code of conduct [see below] will be issued a verbal warning and, if necessary, this will be followed by a written warning. Ongoing breaches of conduct may result in the course participant being asked to leave the school premises with the possibility of waiving their rights to continue to study at the school.

We ask students to:

- be considerate of others at the school, including fellow class participants, staff and visitors
- follow teaching instructions from teaching staff
- be respectful of school property and other course participants materials and belongings
- Not engage in conduct likely to disrupt the school teaching programme, including the use of mobile phones and music devices
- Not to engage in behaviour that might be deemed intimidating, confrontational, or harassing of other course participants and staff, including sexual or verbal harassment or physical violence
- Not to use the school property in a way other than purposes for which it is designed or intended
- Not to engage in anti-social behaviour, or cause offence to other course participants and staff
- Not to photograph models in life class without consent
- Not be in possession of, or use, illegal drugs or substances on the school premises
- Avoid drinking alcohol to a point of intoxication on the school premises
- Avoid the viewing of internet pornography or offensive material whilst at school.

## DISCLAIMER

The school will make every effort to ensure that all courses proceed as advertised on the website or through related publicity material. However, all courses are subject to minimum enrolment numbers and we reserve the right to cancel any course where minimum numbers are not reached. We also reserve the right to make minor modifications to any course content as we see necessary, without prior warning and without compromising the overall quality of the course content, structure and delivery.

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