



## FOXLEY ATELIER STUDIO POLICY, TERMS AND CONDITIONS

By enrolling yourself or your child/ren into one of our classes you agree to the following terms. We reserve the right to amend these terms at any time.

### ART CLASSES:

Places in these classes are only confirmed by subscribing as a student at Foxley Atelier and Booking a class. Subscription is ongoing until cancelled in writing via email by the student, or via your membership account. Any student who has not subscribed will be unable to attend the classes.

### SUBSCRIPTIONS:

ART CLASS ENROLMENT IS ON AN ONGOING SUBSCRIPTION BASIS.

STUDENTS MAY CANCEL ANYTIME VIA EMAIL, OR THROUGH THEIR MEMBERSHIP ACCOUNT PORTAL AFTER THEIR FIRST PAYMENT.

PAYMENTS ARE DEBITED FROM STUDENTS NOMINATED BANK ACCOUNTS ON THE FIRST OF EACH MONTH.

REFUNDS WONT BE GIVEN FOR LATE ATTENDANCE OR MISSED CLASSES.

MAKEUP CLASSES CAN BE USED FOR MISSED CLASSES WITHIN 3 WEEKS.

### HOLIDAYS AND STUDIO CLOSURE:

Foxley Atelier is closed the week of Thanksgiving, the week before Christmas, the week of Christmas, and the week after Christmas every year. We are also closed every July 4th. No credit will be given for these closures. Tuition has been determined as \$32/week over a 46 week year. The Holidays and studio closures have already been deducted from the cost of the monthly subscription.

### CANCELLATION BY FOXLEY ATELIER:

Foxley Atelier reserves the right to amend any class, tutor, or schedule. In such circumstances, we will endeavour to provide a substitute of equal standing. Should a class have to be cancelled due to insufficient enrolments, any student enrolled in that class will be contacted and an alternative class, credit, or refund arranged.

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## REFUNDS AND TRANSFERS:

Please consider your class booking carefully before you enroll, as we do not offer refunds.

In the event you cannot attend a workshop you may send someone else in your place. Notification must be received prior to the class.

## CLASS ABSENCES:

If you or your child has been too unwell to attend work or school, you should not attend art class. We appreciate this courtesy to avoid the spread of illness to other students and staff.

Make-Up classes can be made by attending another class in the week (subject to availability). There is no need to contact us about make-up classes, just come along and we will do our best to fit you in.

## WORKSHOPS:

Enrollment and full payment is required to secure a place in these workshops. Fees will vary and are non-refundable, except in the instance that the workshop is required to cancel due to unforeseen circumstances.

## PICK UP AND DROP OFF:

Foxley Atelier is not responsible for making sure your child is dropped off or picked up. We do not take roll. It is your responsibility to have a plan with your child about when they will be picked up, by who, and how (do they wait in the studio for you? Do they wait in the downstairs lobby? Do they go directly out to the parking lot on their own?)

## CLASS CONDUCT:

Foxley Atelier is a shared space and we expect students to respect fellow artists, artwork and property. Discrimination on the grounds of a person's age, race, sex, gender, sexuality, marital status, physical or intellectual disability, or religion will not be tolerated. Students deemed to be exhibiting inappropriate or disruptive behaviour may be removed, suspended or expelled from the class. It should also be noted that cleaning of your art class space and common areas is a shared responsibility. We reserve the right to terminate an enrollment if there is an ongoing issue that has not been solved through communication.

## DRESS CODE:

There is no dress code however we do recommend that all students 'dress for mess'. We cannot be held responsible for any clothing that gets damaged during art classes. You / your child will feel more relaxed to explore and create if you / they are not concerned with worry over messy clothes.

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## PHOTOGRAPHY:

From time to time we take photos during class of students and artworks. These photos are used for Foxley Atelier promotional purposes such as press advertising, brochures, social media, editorials and website. These photos will never be sold and will be used exclusively by and for Foxley Atelier. As a Condition of enrolment your consent is implied. Should you not wish for us to take and use photos of you, your child or your artwork please notify us in writing.

## PERSONAL PROPERTY:

We cannot be held responsible for any personal property you or your child brings onto the premises, and we cannot be liable for any loss or damage to such property. For this reason, we recommend that students do not bring any valuables/precious items to class.

## ARTWORK:

We will endeavour to have all artwork returned to students as soon as completed. Due to storage restrictions we cannot keep any unclaimed artwork after the end of the year.

## MEDICAL/REQUIREMENTS:

Please advise us of any requirement that you/your child has in regards to allergies/medications. In case of emergency, please ensure that the phone number you provide is available for contact for the duration of the class.

If you have any other requirements that may assist us in teaching you, please feel free to advise us prior to the start of class.

## ENTIRE AGREEMENT:

Upon subscribing, these terms, as amended from time to time, shall represent the entirety of the agreement between you and us, and any changes must be agreed to in writing.