

CONDITIONS OF ENROLMENT

Please read carefully before completing your enrolment form.

1. Enrolment

It is advisable to phone first on 9564 1519 to check there are vacancies in the course selected. Please then complete the enrolment form and forward with your payment to secure a place in your chosen course.

Enrolments can be made by post or in person to:

Art Est. Art School
Studio 4
67-69 Lords Road
Leichhardt NSW 2040

Email: enrol@artest.com.au

2. Course fees

Course fees are listed with the course details on our website. Payment of the full course fee is required prior to the commencement of the course to secure your place. We accept cash, cheques, credit card and online direct deposits into our bank account as listed on the enrolment form. Fees are inclusive of GST and tax receipts will be provided on receipt of payment.

3. Cancellation and Refunds

Art Est. reserves the right to amend any course, tutor or schedule, if there are insufficient students enrolled. In such circumstances, we will endeavour to provide a substitute of equal standing. Should a course have to be cancelled due to insufficient enrolments, any student enrolled in that course will be contacted and an alternative course or refund arranged.

Fees are non-refundable, unless negotiated for an extended illness, and there are no transfers or refunds if you miss a class.

If you choose to withdraw from a course prior to one week before its commencement, you will be charged a \$25 administration fee. You may transfer the remaining value (course fee paid less administration fee) to another course or student, to be used within 12 months of the date payment was received. You will not receive a refund for the course fee paid.

If you choose to withdraw from a course within one week of its commencement, you will be charged 50% of the course fee. You may transfer the remaining value (half of the value of the course fee paid) to another course or student, to be used within 12 months of the date payment was received. You will not receive a refund for the course fee paid.

No refunds are possible once the course has commenced.

4. Absenteeism

If a class or classes are missed in any enrolled course, students are not entitled to a discount or 'make-up' class.

5. Art Materials

Students will receive a materials list on enrolment and are required to supply their own art materials. Art materials can be purchased through Art Est. at competitive prices. Materials are supplied for children's art courses and a materials fee will be charged on enrolment. Occasionally, a children's course may require items to be supplied by the student and this will be indicated on the materials list provided on enrolment.

6. Course Recognition

Art Est. Art School is not a Registered Training Organisation and as such, courses are not accredited. However we do strive to deliver excellence in art education. Each child will receive a Certificate of Achievement on completion of their course.

7. Photography

From time to time we take photos during class of the students participating in art activities. These photos are used for Art Est. Art School's promotional purposes such as press advertising, brochures, editorials and on our website. These photos will never be sold and will be used exclusively by and for Art Est. 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.

8. Student conduct

Art Est. Art School is a shared space and we expect students to respect fellow artists, artwork and their property. Children deemed to be exhibiting inappropriate or disruptive behaviour may be removed from the class. It should also be noted that cleaning of your class art space and common areas is a shared responsibility.

9. Punctuality

Out of respect for other students and tutors, students are requested to be punctual for class. Children should be escorted to and from the art school by a parent or guardian, ensuring they are collected promptly at the end of class.

10. Occupational Health & Safety

If you have an existing medical condition, allergy or disability that may affect your participation in a class, you should notify the Director, Art Est. at the time of enrolment.

11. Privacy

Contact information you supply to Art Est. will not be disclosed outside the school without your express consent, except where required by law.

Art Est. will from time-to-time send mail and email to students and past students for the purpose of marketing. Should you not wish to receive mailings from Art Est. please notify us that you wish to unsubscribe and you will be removed from our mailing list.