

## CONDITIONS OF ENROLMENT – SCHOOL HOLIDAY WORKSHOPS ONLY

Please read carefully before completing your enrolment form for **school holiday workshops**.

### 1. Enrolment

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

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](mailto:enrol@artest.com.au)

### 2. Workshop fees

Workshop fees are listed with the workshop details on our website. Payment of the full workshop fee is required prior to the commencement of the workshop 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 workshop, tutor or schedule, if there are insufficient students enrolled. In such circumstances, we will endeavor to provide a substitute of equal standing. Should a workshop have to be cancelled due to insufficient enrolments, any student enrolled in that workshop will be contacted and an alternative workshop or refund arranged.

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

If you choose to withdraw fourteen days prior to the commencement date of your workshop, you may transfer the fee credit to another workshop within the same holiday program or the following school holiday workshop program only.

If you choose to withdraw from a workshop prior to 48 hours before its commencement, you will be charged a \$10 administration fee. You may transfer the remaining value (workshop fee paid less administration fee) to another workshop within the same holiday program or the following school holiday workshop program. You will not receive a refund for the workshop fee paid.

If you choose to withdraw from a workshop within 48 hours of its commencement, you will be charged 50% of the workshop fee. You may transfer the remaining value (half of the value of the workshop fee paid) to another workshop within the same holiday program

or the next school holiday program. You will not receive a refund for the workshop fee paid.

No refunds are possible once the workshop has commenced.

### 4. Art Materials

Materials are supplied for children's art workshops. Occasionally, a children's workshop may require items to be supplied by the student and this will be indicated on the materials list provided on enrolment.

### 5. Course Recognition

Art Est. Art School is not a Registered Training Organisation and as such, workshops are not accredited. However we do strive to deliver excellence in art education.

### 6. 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.

### 7. 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.

### 8. 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 and signed in and out of the workshop they are attending by a parent or guardian.

### 9. 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.

### 10. 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.