

## Class registration, policies & procedures

with Christine Grace (Lytwynczuk) 520-820-7548 [TucsonArtClasses.com](http://TucsonArtClasses.com)

### Registration:

- Tuition is \$155 4 weeks, \$190 5 weeks (3 hour weekly classes within a calendar month)
- Early Bird Special: You may save \$10 on a monthly class by registering at least **TWO (2) WEEKS** prior to the first day of a new class
- Registration is first come first served. Classes fill up quickly, so register early.
- **Oro Valley Community Center** Registration and payment is done through the Oro Valley Community Center, NOT through Christine.
- **Hobby Lobby** registration is through Christine. You may register by signing up and paying online with a credit card [TucsonArtClasses.com](http://TucsonArtClasses.com) , paying with cash or check at the Store during class hours, or mailing a check to :  
P.O. Box 69333 Oro Valley AZ 85737, please make your check out to *Christine Lytwynczuk*.

### A la Carte Classes

*If you want to squeeze in a couple of classes but can't commit to the whole month, you can sign up for individual class days.*

- *"A la carte" cost is \$40/class*
- *You may reserve individual days in an upcoming month starting two (2) weeks before the new month begins.*
- *Walk ins are welcome as long as there is space available in the class, and all registration forms have been read and filled out.*

### Classical Art Class

\$195 per month regardless of how many weeks. Missed classes can NOT be made up in another class.

### Missed classes / make-ups

As an added benefit to my students, I allow for "make-ups" of missed classes under the following conditions:

- **At least 48 hours notice** prior to the start of a missed class must be given to the instructor by text or email. Be sure you have received a response from Christine verifying your message was received.
- You have 60 days to make-up the class from the day you miss.
- Make-ups are subject to available space in another class.
- The instructor makes **NO GUARANTEE** that there will be an available space for you to make-up a missed class.
- You are responsible to ask about available times until a make-up date is found and scheduled.
- You must schedule/RSVP your make-up day(s) with the instructor.
- If you schedule a make-up day and do not show up, or fail to reschedule with at least 48 hours notice, it will be treated as a no-show and you will not be able to make-up that class.
- Missed classes can NOT be credited towards tuition for another month or towards private lessons.
- If you cancel your class enrollment more than seven (7) days before the start date of the scheduled class, *\$20 of your tuition will be retained as a cancellation fee*. If you cancel 7 days or less prior to the class start date, you will forfeit your entire tuition. There are no refunds for no-shows or for withdrawal after a class begins.

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I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE (Name) \_\_\_\_\_  
Date \_\_\_\_\_

**Facilities:**

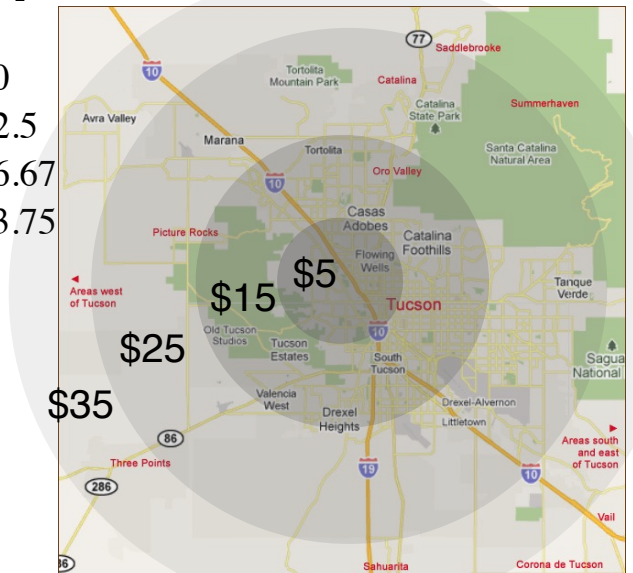
- All flammable rags must be removed from the premises by student.
- Brushes must be washed at home. There will be a sink available (in a janitor’s closet at OVCC) for me to demo brush washing, but none sanctioned for regular brush use. **PLEASE DON’T WASH YOUR BRUSHES IN THEIR BATHROOM.**
- Chairs, tables and an easel will be provided.
- You are welcome to bring your own easel etc. to work on, as long as your equipment does not intrude into another student’s space.
- Please be considerate in your conversation topics in class, so that other students may feel at ease.
- Students are responsible for providing all of their own supplies. Hobby Lobby requests that students attending classes at their store give them patronage.
- Christine will have limited art supplies available for purchase at OVCC.

**Private lessons**

- Private art lessons are \$40/hour, with a one (1) hour minimum. Two (2) or three (3) hours is recommended for private painting lessons.
- Art lessons may be taught at the student’s house. There is an additional travel charge, please see diagram below.
- OVCC will allow me to teach private lessons in their building, but they will charge an additional \$10/ hour room rental fee, making the lessons \$50/hour. There is no additional travel fee for private lessons at the OVCC on days I teach group classes at the OVCC.
- There is a \$40 cancelation charge if a private lesson is canceled with less than 48 hour notice
- There will be a shared lesson fee of an additional \$15/hour per each student added, up to a total of four (4) students. Please see cost breakdown below:

# of students	\$/hr	cost per student/hr	cost per student/hr w/ OVCC room rental
1	\$40	\$40	\$50
2	\$55	\$27.5	\$32.5
3	\$70	\$23.33	\$26.67
4	\$85	\$21.25	\$23.75

plus shared travel charge



**Disclaimer**

*Occasionally during classes I take photos of students working, or of their art work to use as examples for my websites, handouts and advertising to both the public and my students in the form of websites, social media and printed materials.*

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*I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE (Name) \_\_\_\_\_  
Date*