I.D.E.A. Art Studios

(Print) Name:_____

Class registration, policies & procedures

with Christine Grace (Lytwynczuk) 520-820-7548 TucsonArtClasses.com

Registration:

- Tuition is $195 for a 4 week class, (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: 520-544-1900 ex.3

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 $50/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.*

Missed classes / make-ups / Cancelations

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, your tuition will automatically become a credit towards a future class unless you specifically request a refund. If you cancel 7 days or less prior to the class or workshop start date, you will forfeit your entire tuition. There are no refunds for no-shows or for withdrawal after a class or workshop begins.

Unfortunately, NO class may be made-up, refunded, or credited without at least 48 hours' notice for any reason. If in doubt, inform the instructor of an intended absence. If you are able to come to class after all, check with the instructor, there may still be space.

Facilities:

I operate a non-toxic studio. Absolutely no solvent or oil painting medium or acrylic painting medium that is toxic to breath will be permitted in art class. This includes but is not limited to: Turpentine, Odorless Mineral Spirits (Gamsol, Mona Lisa, Odorless Terpenoid), Liquin, Meglip, Copal, etc.

- Chairs, tables and an easel will be provided.
- Students are responsible for providing all of their own supplies.
- Christine will have limited art supplies available for purchase.
- For students who do not have their own supplies, and do not want to purchase them right away; or have supplies in another state and don't want to reinvest, I offer a "Supply Rental" option. Supply rental fees are $10 per class, or $30 for the month of classes, paid to the instructor. Please let me know in advance of your first art class that you will be renting.
- 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.
- Your brushes must be washed at home. PLEASE DON'T WASH YOUR BRUSHES IN THE BATHROOM.

Private lessons

- Private art lessons are $60/hour, with a one (1) hour minimum. Two (2) or three (3) hours is recommended for private painting lessons.
- Private art lessons may be taught online, at the student's house, or at the Oro Valley Community Center. 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 $70/hour.
- Travel fee charges always apply except when taught at OVCC immediately before or after a group class on the premises.
- There is a **cancelation charge for the time scheduled**, minus the travel charge, if a private lesson is canceled with **less than 48** hours' notice.
- Occasionally students like to schedule lessons with friends or family. There will be a shared lesson fee of an additional $15/hour per each student added, up to a total of four (4) students. 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.

I respect your privacy, and will never rent, sell or share your contact information (email, phone number, postal address) with other entities. When you fill out a registration form, you will be added to my data base and start receiving email updates for classes, workshops and special promotions and events. If you would like to opt out of email communication with me, or prefer to only receive emails during the winter, please email me to unsubscribe or modify your subscription.
If you need to contact another student, please get their information from her/him at class.
I have no control over what the Oro Valley Community Center does with the information they collect from you.

Christine reserves the right to modify these policies & procedures, an up-to-date version is available at all times at TucsonArtClassses.com

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE

(Sign Name) _____ *Date*_____