TERMS & CONDITIONS

Enrollment
Availability of term classes & holiday workshops are indicated on the website. Please book online or via phone. For classes that are full – we keep a waiting list. Enrollment is only secure when START art school has received payment.

Payment of fees
Payment options – bank transfer, credit card, PayPal, or cash payments. Class fees and class details are listed on our website. Payment of class fees in full, are required to secure a place. On request a receipt will be provided for payment.

Cancellation and Refunds
START reserves the right to amend any class, teacher or schedule. In such circumstances, we endeavour to provide a substitute teacher of equal standing. Should any class have to be cancelled due to insufficient enrollments, all students enrolled in that class will be contacted and an alternative class arranged or a full refund provided.

• **TERM CLASSES - 5-12 YEAR OLD CLASSES**

Missed Classes
There are no transfers, credits, refunds or adjustment in fees if your child misses a class.

Absenteism - Term Classes

• **Weekday Term Classes**
One “catch up” lesson per term can be arranged, this must be taken in the same week as the class missed, with a minimum of 5 hours notice of absents required to secure a “catch up” class.

• **Weekend Term Classes**
One “credit $30 holiday class voucher” per term can be arranged, this must be taken in the following school holiday art program, with a minimum of 5 hours notice of absents required to secure a credit class”.

If you do not show up for a class or meet the notice of absents requirements indicated above, no “catch up” or “credit class” will be available.

Re-enrollment for existing students
Children enrolled in term classes have first option to re-enroll to the following term, on condition re-enrolment is done via the START art school website and prior to the last day of the preceding term. Re-enrolment is accepted in order of applications received and will be confirmed by email. If children are not re-enrolled it will be presumed that they have relinquished their place in term class.

• **SCHOOL HOLIDAY ART PROGRAM**

All holiday class transfers; refunds and cancellations need to be discussed via phone or email.

Class Transfers - Holiday Classes – NO CHARGE
You can transfer your child from one class to another within the same holiday program at NO CHARGE if there is an available place to transfer to and if this request is made 5 days or more prior to commencement of 1st day of the Holiday Program. Confirmation of this possibility will need to be approved by the art school.

Student Transfer - Holiday Classes - NO CHARGE
You can transfer a holiday art class booking to another child, such as a sibling or friend at any time and at NO CHARGE. Please advise the art school of the change prior to the class going ahead.

Refunds
Refunds can be arranged however the following administration fees apply to all refunds:

A full refund, minus $10 administration fee on each class booked can be arranged, if you cancel 5 days for more, prior to commencement of the 1st day of the Holiday Program.
A full refund minus $15 administration fee on each class booked can be arranged if you cancel between 3 and 5 days prior to commencement of the 1st day of the Holiday Program.

If you withdraw or cancel less than 72 hours prior to commencement, you will be charged 50% of the class fee. You may transfer the remaining value (half the fee) as a credit to another class within a holiday or term program depending on availability. No refund will be given.

There will be no refunds or credits if you withdraw, cancel or do not show up on the day of the class.

**Art Materials**
All art materials are supplied, it is suggested that students wear clothing appropriate for art class.

**Photography**
At times we take photos of children and artworks during classes. These photos will only be used for promotional purposes for START, (brochures, social media, editorials and our website etc.). These photos will never be sold and are used exclusively by and for START. Your consent applies as a Condition of Enrollment unless you notify us otherwise, in writing.

**Student conduct**
START art school is located within a shared art space and exhibiting gallery.
We expect all students to respect resident artists in the ME artspace, fellow START art students, teachers, artworks, art materials and the all property on the premises.
If a child exhibits disruptive or inappropriate behaviour we reserve the right to request parents remove their child from a class, and from the remainder of the term or holiday program, without a refund of fees.

**Punctuality**
Out of respect for teachers and other students, children are requested to be punctual for class. Children should be escorted to & from the art school by a parent or guardian, signed in on arrival and collected at the end of class.

**Occupational Health & Safety**
If Children have an existing medical condition, allergy or disability that may affect participation in a class, please notify the START teacher at the time of enrollment. Our premises have well marked emergency EXITS which the children will be made aware of.
All START teachers have a Working With Children Clearance.
Vivienne du Toit’s Working With Children number: WWC1055408E
Liia Reinvall’s Working With Children number: WWC1815597E

**Insurance**
START.art school is insured for public liability with QBE Insurance (Australia) Ltd.

**Indemnity**
Enrollment in a class indicated that you indemnify START. art school and its staff, against all responsibility and claims, for accident, loss or injury suffered by you, your child or any of your property during the course of any activity or while on the START. art school premises.
It also authorizes START.art school and its staff to obtain medical assistance for you or your child should the situation arise and that you agree to meet any expense related to this medical attention.
It is your responsibility to notified START.art school of any medical condition, severe allergy or disability that you or you child has that may impact you or your child/and or a fellow students during a course or art class.

**Activity Risks & Insurance**
Please note that START.art school does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating at START.art school, all costs associated with the injury, including medical costs are the responsibility of the parent/carer.

**Privacy**
All contact information you supply to START will NOT be disclosed outside the art school without your consent, except where required by law. At times we will contact START student past and present for marketing purposes. Should you wish to be removed from our database please let us know you wish to unsubscribe.

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