



Larry Gluck's

MISSION: RENAISSANCE® FINE ART CLASSES ENROLLMENT AGREEMENT

WELCOME! We are very pleased to have you as a student here. The following are the student guidelines for those who attend Mission: Renaissance Fine Art Classes. Please read each guideline carefully. If you have any questions, ask the Program Director to explain. Initial where indicated to show you have read, understood and agree to abide by the terms of each guideline.

SCHEDULING: You can select any class time providing there is space available. Once chosen, this will remain your regular class time each week. Your regular class time cannot be changed without the Program Director's approval. Your space in the class is not considered reserved until tuition is paid.

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COURTESY CLASSES: In the event that you must miss your regular class, you may receive a courtesy class. These courtesy class policies are designed to accommodate students as well as not overbook the classes and are strictly enforced.

1. A courtesy class is awarded ***only*** when you have cancelled your regular class in advance. ***Courtesy classes will not be awarded to you if you fail to cancel in advance.***
2. Courtesy classes may only be scheduled within a month in which you are currently enrolled as a student and tuition has been paid. Tuition must be received at the Main Office ***before*** a courtesy class can be scheduled.
3. Courtesy classes are scheduled in addition to, not in place of, your regular scheduled class.
4. Courtesy classes ***cannot*** be credited toward account balances, nor substituted for regular classes.
5. Once scheduled, a courtesy class ***cannot*** be rescheduled.

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PROMPTNESS: Please be on time for class. Late arrivals disturb other students. Oil painting students are encouraged to arrive fifteen minutes early to set up, providing more of your class time for instruction.

TUITION: Monthly tuition (teens & adults) is due by the fifteenth (15th) of each month & covers classes through the fourteenth (14th) of the following month. Children's tuition is due on the (1st) of each month & covers classes through the end of the month. ***These are the due dates regardless of your starting date.*** After your initial registration you will be billed monthly, through the mail by our Main Office. A return envelope is provided with your monthly statement. ***Monthly payments are not accepted at the studio.*** A fee of \$10.00 is charged for late payments. Monthly "Auto-Pay" is available – ask your instructor for details. There is a 10% discount for students attending two or more 3-hour classes each week.

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SUPPLIES: Required materials are available for purchase at the studio, or you may purchase them elsewhere. For your convenience supplies purchased from us will be billed along with your monthly tuition. Mission: Renaissance cannot be responsible for supplies or artwork left at the studio.

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REWARDS: When you are responsible for another student starting classes, you will receive a \$50.00 voucher, which you can use toward any Mission: Renaissance product or service.

AUDIO AND VIDEO RECORDINGS: Be advised that for quality assurance and security purposes our classes are routinely monitored using audio and video recording devices.

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REFUNDS AND WITHDRAWAL: If you are unhappy after your first class and have not taken a free introductory lesson, you may receive a full refund. There are no refunds after this point, unless a student is asked to withdraw by Mission: Renaissance. In this case, the unused portion of tuition will be refunded excluding unpaid art supplies and missed or cancelled classes.

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