

## SAVAGE ART STUDIOS & GALLERY GUIDELINES

Our guideline may be changed at anytime without notice to students or customers.

- REGISTRATION:
  - Full payment is required at the time of registration. Class or workshop space is not reserved for a student until full payment is received.
    - Payments may be made by check, credit card or cash.
    - Returned checks there will be both a bank fee and SAS fee charged to students
    - To Register students may do so online, in-person, by phone or by mail.
  - NO pro-rating of Session pricing is allowed. Our Instructors allow for discounts to be passed on to students committing to a series of sequential classes which we call a "Session". Session pricing rewards students for taking a sequence of classes during a specified period of time. We do not allow Students missing or scheduling to miss Session class(es), for any reason, to receive a pro-rated discount on the packaged Session class rates. Session classes can only be used in sequence during that specified time period and do NOT carry over to any other Session.
  - Drop-In Class Pricing: Students may instead select to buy classes on an individual drop-in or single class rate for the specific number of classes during a single Session or over multiple Sessions. Drop-in or single rates are generally a higher per class rate then Session Pricing but afford students more flexibility in scheduling. Drop-In space is sold on a first come first serve basis and is on an "as space is available" basis. It is recommended that you schedule or call ahead.
- CANCELLATION OR REFUNDING:
  - The Cancellation Deadline for a pre-registered class or workshop to receive a refund is at least FIVE (5) Standard Business Days prior to the start date of the class or workshop. Standard business days are considered to be Monday through Friday. Therefore, if a class starts on Thursday, notice must be received by Friday of the week prior.
  - All Refunds requested prior to the Cancellation Deadline (stated above) are subject to a \$10 processing fee
  - No Refunds will be made for part or all of the class/workshop value after the cancellation deadline date
  - Regularly scheduled classes missed by students will NOT be made up or refunded
  - Classes canceled by the instructor, for any reason, will be re-scheduled at the instructor's discretion. Normal effort will be made to inform students of any make up schedule and the instructor will try to schedule make ups during the same session, if possible. Normal reasons for instructors cancelling a class would be pre-scheduled events, weather conditions, family emergencies or instructor illness.
  - The instructor and SAS reserves the right request students leave the class if students are being disruptive or disorderly without refunding the class or session.
  - Substitute Instructors, If needed, SAS reserves the right to use a qualified substitute instructor for any classes that the instructor may be required to miss.
  - If a Session is canceled by the instructor or SAS, students will receive a full refund for the un-used portion of the Session on a pro-rated class basis.
- GENERAL GUIDELINES:
  - Arrival time - Students should arrive a few minutes early for classes, so that they may set up and begin on-time.
  - For Classes requiring a model, Students should arrive 15 minutes early to set up prior to model taking pose. Once model is in session, we request late students to wait until the model takes a break to set up so as not to disrupt other artists.
  - TURN THEM OFF - ALL cell phones, pagers and other electronic devices that might disturb other artists should be turned off during class time. If a call does interrupt painting time, please step out of the classroom if you decide to take the call.
  - Parents must escort students under the age of 16 to and from our facility. Parents must stay with their children until the instructor is available to receive them.
    - We do not allow unescorted minors to leave the facility during class time for any reason.
    - We request notice if someone other then the guardian or parent is dropping off or picking up students. Parents must provide a contact phone number for use during class time, as needed.
    - Parents are not allowed to stay in the classroom with their children during class time

If you have any questions on our guidelines please feel free to contact our us at (952)895.0375 during posted gallery hours.