

ENROLLMENT AGREEMENT

Student Name: _____

CLASS INFORMATION

Our non-competitive programs are offered in a nurturing environment for K-12th grade students and adults, from beginner to advanced levels. Be An Artist, LLC encourages personal responsibility. School staff are not responsible for student's personal property. Art supplies are rated safe for children by their manufacturers. Department of Public Safety background checks are conducted on all personnel working for Be An Artist, LLC. Be An Artist, LLC does not provide childcare services and does not require a Childcare license from the State of Texas, under the exemption as a single-skilled program. Students under the age of six may not attend full-day camps. Tuition, instructors, and class times are subject to change at any time and are posted at the studio and online as appropriate. Questions and feedback are welcomed by instructors and school Director, Amber Cleveland.

REGISTRATION

- First time enrollment registration is \$35 per student and non-refundable.
- Full tuition must be paid in advance or on the first day of class (by check, cash, or debit/credit). Completed registration form and signed enrollment agreement are required to reserve a space in any Be An Artist class.
- Students must be at least 17 years old to attend an adult figure drawing class. Any exceptions must be approved by school Director.

ATTENDANCE

- Students will arrive on time with the proper materials required for class. Late arrival does not constitute late pickup. Class start and end times will be honored as posted for every student, no exceptions.
- All students will respect the rights of others to a peaceful environment in which to learn art.
- Only registered students may attend a class. No relatives or friends are allowed to accompany students, unless they are also a currently enrolled student.
- There are no refunds or credits on classes missed due to unexcused absence. Absence from a class does not institute official withdrawal. Make-up sessions may or may not be offered at the discretion of Amber Cleveland.
- Students/Parents are responsible to notify Amber of any absences prior to class to be considered scheduled absence.
- All attendance reschedules and absences are tracked for all students.

DROP OFF/PICKUP

- Parents are responsible for dropping-off student(s) no more than 10 minutes before class time and will dress students appropriately for an art class.
- Parents and students assume all risk incidental to art classes.
- Parents must pick up student(s) on time. There is no late pick-up fee. However, parents are required to notify either Amber or the instructor(s) if your children will be picked up more than 15 minutes late.
- Parents will be required to pay a late pick-up fee of \$15 plus \$1 per minute after 15 minutes late.

RESCHEDULING/CLASS MAKE-UP

- Students must be currently enrolled to request a make-up class.
- Students are allowed one make-up class per month or one make-up class per a four-class set.
- Make-up classes must be rescheduled and attended within one month from missed class day.

HOLIDAYS

- Be An Artist, LLC observes the following holidays: Christmas/New Year, Easter Weekend, Memorial Day Weekend, Fourth of July, Labor Day Weekend, and Thanksgiving Weekend. Please consult the school and website for exact dates. Holidays schedule in accordance with Cy-Fair ISD, HISD and Katy ISD respective to school location.

CLASS CANCELLATION & REFUND POLICY

- Be An Artist, LLC reserves the right to cancel the class due to limited participation, inclement weather, or instructor illness.
- Refunds are not available after the first class session has begun.

WITHDRAWAL

- Students/Parents are responsible to notify the school of official withdrawal from a class.
- One half tuition, not including registration fee and \$5 processing fee, will be refunded with notice one week in advance of class start date.
- Students who withdraw 3 business days before the class start date will receive a 50% credit of paid amount toward another class. Credits may not be used toward any registrations, supply fees, camps, or event price.

DISMISSAL

- Be An Artist, LLC does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, or disability. Be An Artist, LLC, however, reserves the right to dismiss any student from class for any other reason without obligations.
- Students may be dropped without refund, due to excessive absences or disruptive behavior as determined by the director.

PAYMENTS

- Full payment is due by check, cash, or credit/debit card before or on the first day of class if enrolled by the month. Your seat in class is confirmed only upon payment in full. A \$10 late fee is applied for payments after the first class day of the following month.
- Invoices are sent out to the emails on file for each student, with the following month’s tuition and additional fees owed. Payments can be made through the invoice, in-person or on the school website at www.ArtSchoolHouston.com.

Sign-up for Semester Autopay:

_____ I hereby authorize Be An Artist, LLC to automatically charge the payment account on file and any additional fees owed for student(s) enrolled, on the last class day for the tuition of the next 4 classes.

INITIALS

I, _____, authorize **Be An Artist, LLC** to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account. This authorization will remain in effect until cancelled.

WAIVER & RELEASE OF LIABILITY

_____ I agree that I will not hold Be An Artist, LLC liable for any personal injury, property damage or loss of insurance for my child / myself. I agree to release and hold harmless Be An Artist, LLC from all liability incurred as a result of my child’s / my participation in studio art class and that these terms serve as a release for myself, volunteers, property owners and members of my family.

- I give my permission for my child's / my photo and artwork to be used in promotional material. Only first name, last initial and age will be used for credit line.
- I agree to pay tuition on the last class day of the month, for the following month. A \$10 late fee is applied for payments on or after the first-class day of the following month.
- I have read and understand the terms and conditions of this enrollment agreement and will abide by them.

I Accept All Terms / Signature

Today’s Date