

PERTH ART GROUP

How to Organise Replacement Classes

The way to organise replacement classes, is for a student to email the Perth Art Group, to let the Perth Art Group know for which specific classes, that particular week, they will be available to definitely attend.

If there is subsequently a cancellation by an enrolled student within one of those classes, then the student wanting to do a replacement class will be contacted, to let them know that there is a vacancy, and that they can attend to take a replacement class.

If no vacancy is available, the student will not be contacted.

Replacement classes are organised one week at a time, starting on Mondays.

Notice about availability needs to be given during the actual week that the student wishes to attend, and preferably early in the week. If notice about availability is not given in the specific week that a student can attend, then the student will not be contacted if a vacancy arises.

If a make-up class cannot be organised for that particular week, then the student would need to email the Perth Art Group weekly, until they have made-up their missed class.

Students will need to check their emails on the days that they have requested to do their replacement class, to see if they have been notified of a cancellation in a class, so they can attend. These emails can be sent up to an hour before the starting time of a specific class, because notice to the Perth Art Group by students not attending a class, is often made close to the starting time of the class that they are not able to attend. Messages will be sent by email, and not by text. Messages can also be sometimes made by telephone, so students will need to also check their telephone messages, up to an hour before any class time that they have requested.

Class Times

Monday 7.00pm - 9.30pm, Tuesday 7.00pm - 9.30pm, Wednesday 7.00pm - 9.30pm,
Thursday 9.20am - 12.00pm, Thursday 4.00pm - 6.30pm and Thursday 7.00pm - 9.30pm.

Missed Class Policy

No refunds will be given for missed classes. There is no credit given for a missed class.

No credit is given for missed classes, for the cost of enrolment in subsequent terms.

Missed classes cannot be given to friends, or family, of the enrolled student.

When a student has missed a class, it is sometimes possible to organise a replacement class.

This can be arranged if there is a cancellation or vacancy in another class time, and the student who has missed a class is available to attend at that other class time.

There is no absolute guarantee that a replacement class will always be available, for a specific class time, as requested by a student who has missed a class.

Replacement classes are organised on an "if possible" basis.

The opportunity, to perhaps do a replacement class, is not the same as a credit for a missed class.

Any replacement classes for classes missed in 2024, will need to be taken in 2024.

It is not necessary to re-enrol, in order to organise a replacement class.

Replacement classes must be pre-booked with the Perth Art Group, and are not automatically rolled-over into the following term.