

# PERTH ART GROUP ENROLMENT FORM

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158 Palmerston Street, Perth, 6000.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail: Home \_\_\_\_\_ Work \_\_\_\_\_

I wish to enrol for the the term commencing the **19th of August 2024**

Class Day \_\_\_\_\_ Class Time \_\_\_\_\_

Classes Commence \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

THE LAST PAGE OF THIS ENROLMENT FORM MUST ALSO BE SIGNED, FOR A VALID PAPER ENROLMENT (IF THE ON-LINE FORM IS NOT COMPLETED).

Classes are organised in six week terms.  
Students enrol to come to one class, once a week for six weeks. It costs \$330.  
Students normally enrol to attend the same weekly class time for six weeks.

Payment of \$330 can be made by:

- Making an electronic funds transfer. Please indicate your name in the funds transfer description.
- Sending a cheque or money order. Please contact the Perth Art Group, beforehand, if you wish to pay by cheque or money order.
- Paying the Perth Art Group directly.

**There is no facility available for payment by credit card or debit card, on site.**

Payment for a course is interpreted as an acceptance of the terms and conditions for the classes as detailed on the web site and enrolment form, at the time of payment.  
There are no discounts available for concession card holders, students, pensioners, or students who enrol in multiple courses.

## **Enrolment and Refund Policy** (Please Read Carefully)

For new students, fees are paid in advance, and your place is only confirmed by payment.  
Payment needs to be made before the normal scheduled starting day of the course being enrolling into, unless it is a late enrolment for a class that is not already fully booked.  
the normal scheduled starting day of the course being enrolled into.

Students returning from the previous term will be offered places for the new term before any new students are enrolled. 2.

Enrolments for the new term are finalised towards the end of the current term.

This is so that current students can be consulted regarding their possible re-enrolment.

Class fees will be refunded if there is a cancellation made by a student before the normal starting day of the course for which the student has enrolled. Any cancellations made by a student on or after the normal scheduled starting day of the course for which the student has enrolled, are not eligible for a refund, and fees will not be transferable to another term.

Students can give the whole of the paid course to a friend (the friend, however, must enrol for the whole of that particular term, and is also subject to these terms and conditions). Alternately, any classes missed because of a cancellation, may be replaced later, according to the terms of the Missed Class Policy.

### **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 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.

### **Materials Policy**

#### **Drawing:**

Paper is provided to drawing students for the course, and drawing materials are available for use within the class. Drawing students are not required to purchase any materials in order to do a course, however, if students already have pencils and rubbers etc, then it is preferred they are used in the class.

#### **Painting and Pastels:**

Students who already have paints and materials, or who purchase painting materials during the course, are expected to bring them, and use them within the class. This applies to beginners, as well as to returning (re-enrolling) students. This also applies to pastel drawing students.

It is helpful if all oil painting students can bring mineral turpentine and paper towels to the class, but it is not absolutely necessary to bring them to the first class of term. Canvas painting boards are available for purchase within the class, and payment is not necessarily expected at the first class. It is not necessary for a new painting student to purchase a full set of painting materials, in order to do a course with the Perth Art Group.

As a minimum, beginning oil painting students may spend about \$25 for mineral turpentine, paper towels and a canvas board (depending on the size of the canvas board for their project) 3. New students, who do not already have any art materials, are given the opportunity to use materials provided by the Perth Art Group.

Brushes and paints are on hand for new students, who do not have their own materials yet. It is expected that students who do not have painting materials already, to begin purchasing their own materials after they have finished their first painting.

All returning (re-enrolling) painting students are expected to start to bring their own painting materials, after they have finished their first painting.

This is required even if students are coming to class directly from their workplace, and even if students are walking, or coming to class by public transport.

Eventually, regular, ongoing painting students should be using all their own paints, and all their own brushes, within the class.

Painting students can store their painting materials with the Perth Art Group.

Some painting students may want to try a medium that they have never used before, such as watercolour or pastels. These materials are on hand for students to give it a try.

Once a student has decided to continue working with the medium on an ongoing basis, then it is expected that they eventually purchase and bring along all their own materials in that medium.

This applies for students doing watercolour painting, and also for pastel drawing students

## **Class Rules and Routine**

Sometimes, due to unforeseen circumstances, a class may suddenly be cancelled.

Students are advised to check their telephone messages before coming to class.

If students are unable to attend a particular class, it is helpful if they can notify the Perth Group as soon as possible beforehand.

Doors usually open at the studio at the scheduled starting time of the class (not before).

Students are required to turn all devices to silent(vibration) mode, so there is no ringing, pinging, or beeping occurring during the classes.

Students are requested to cooperate in helping the class finish close to the scheduled finishing time of the class. Painting students need to stop painting and start cleaning up, fifteen minutes prior to the scheduled finishing time. This is to make sure that there is sufficient time to complete the cleaning up process, and to make time for the final group discussion about the work done by the students during the class.

Failure to finish the class close to the scheduled finishing time, results in problems for students who have to catch public transport, for students who are being collected by others, and for students who have appointments scheduled after the class.

When using materials and equipment provided by Perth Art Group, students are required to follow carefully the instructions given relating to the handling and cleaning of the class materials and equipment. For example, oil painting students need to take special care to clean all brushes and brush handles, palettes, as well as any paint that gets onto the paint tubes.

Failure to clean oil painting materials properly results in students in subsequent classes getting paint on themselves and onto their clothes.

It is the responsibility of all students to collect their artworks, at the end of the term that they have currently been enrolled in, unless a student is enrolling for the immediate following term.

Artworks that are not collected are regularly discarded, as there is limited storage space at the studio

Enrolled students can sometimes do extra classes, at class times other than the class they are enrolled in, if suitable class times are not fully booked. There is no extra fee for such classes. 4.

The Perth Art Group appreciates that unexpected events may occur, after the term has commenced, that may prevent a student attending the remainder of the course. However, in enrolling a student into a place, another student has not been able to be enrolled into the course, so refunds will not be given under any circumstances. Replacement classes, however, can be organised for a later date, when the student is able to attend again. These replacement classes are organised according to the terms of the Missed Class Policy.

I have read this document in full, and accept it as the conditions of my enrolment. I understand that in paying for a course, I am not actually paying for six art classes, rather, I am paying for the Perth Art Group to hold a place for me to attend a specific scheduled class each week, for the whole of this six week term, for the particular class time that I am enrolled into. I accept and understand that neither refunds, nor credits, are given for classes not attended.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The course information set out here describes the courses offered in general terms only. Scope is allowed for the interests of individuals and groups, and the details of courses will change accordingly.

### **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.

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.

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.

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 9.30am - 12.00pm, Thursday 4.00pm - 6.30pm and Thursday 7.00pm - 9.30pm.