

# BROWNE SCHOOL OF ART.

## **TERMS & POLICIES**

### BOOKINGS

To confirm a booked place you must pay in full within the time frame stipulated on the booking form. We will not hold your place for longer than this time. Payment may be made through the secure online card facility (inclusive of a 2.9% + 0.30) or offline, by internet bank transfer, cheque or cash.

Successful applicants for all the year-long courses are required to confirm their place on acceptance with a non-refundable \$500 deposit. The balance of course fees owing must be paid by the date stipulated, prior to the commencement of the course start date, unless otherwise agreed. Time payments, either weekly, monthly or at lump sum intervals are subject to an additional \$115.00 administration fee. All course costs are GST inclusive.

### CANCELLATION BY US

If we cancel a course, you will be notified no less than 2 days before the course start date. You may choose to transfer the cost to an alternative course or receive a full refund, to be administered within 10 days of the course cancellation.

### CANCELLATION BY YOU

#### **Term Time Courses**

Term-time courses cancelled by you within 5 days prior to the course start date are non-refundable. If you cancel a course before this, you will receive a refund, less a \$20 administration charge for term time day, evening and short courses.

#### **Year-Long Courses**

Once you have been accepted into any of the year-long courses you will be required to pay a non-refundable deposit of \$500 to secure your place. The balance of course fees are due by the date stipulated prior to the course start date. Once your course fees are paid, you will be deemed to have entered into a full year contract and your fees are non-refundable or interchangeable. If you begin a course and then decide not to continue you will not receive a refund. If you have made an arrangement with us to pay your fees in installments and subsequently withdraw from the course you will still be liable for all outstanding course costs.

## NON - ATTENDANCE

If you are unable to attend a class due to illness, or for personal reasons, you will not be entitled to a refund for classes missed, or to transfer to another course to make up your missed class.

## PUBLIC HOLIDAYS

We will ensure that you receive the advertised number of classes for your course. If a class falls on a public holiday, the course will extend over a longer period of time so as to allow for this. Advertised course dates take into account any possible missed classes due to public holidays. No courses will be scheduled on a public holiday weekend.

## CLASS POSTPONEMENT

In the event of staff sickness we will endeavour to prevent class cancellation and to provide a substitute tutor. If we are unable to do this, the class may be postponed at very short notice and a replacement class re-scheduled. Should this situation arise we will make every effort to contact class participants as soon possible.

## STORAGE

The School provides limited storage space for students to leave works for a short amount of time. Work that is left for an indefinite period, without prior consultation with us, will be disposed of as we see necessary. We will take every care with your work stored on our premises, but will not be held responsible for any loss or damage that may occur while the work is with us.

## HEALTH & SAFETY

We have a health and safety policy at the school to protect you as much as possible from hazardous air-borne vapours.

- Turpentine - Substances such as turpentine are not only combustible but may be harmful to your health through vapour and skin absorption. It is also unfair to your classmates if they are forced to passively inhale your solvents. If you are using oil paint and require a solvent we request that you use odourless turpentine. Linseed oil as a medium or brush cleaner is also an alternative safer option.
- Aerosol sprays - Use of aerosol spray paints, spray glues and spray fixatives of any kind are prohibited in the studio.

Please consult your tutor if you require clarity on the above.

## DISCLAIMER

The school will make every effort to ensure that all courses proceed as advertised on the website or through related publicity material. However, all courses are subject to minimum enrolment numbers and we reserve the right to cancel any course where minimum numbers are not reached. We also reserve the right to make minor modifications to any course content as we see necessary, without prior warning and without compromising the overall quality of the course content, structure and delivery.

Correct at time of release: September 2013

Updated June 2017