



REGISTRATION INFORMATION

- Registration is based on a first come first served basis. A student is considered registered when the full payment and forms are received.
- A non-refundable registration fee of \$10 applies to all students per 10 Week session for all 10 Week classes. If a student takes more than one class per 10 Week session, s/he only has to pay the registration fee once. There is no registration fee for attendees of our drop in Figure Drawing or Figure Painting Workshops.
- Any student who registers for a class after the Registration Deadline must pay the full tuition of the 10 Week class.
- Class size is limited to 15-20 students maximum.
- Students must be at least 16 years of age for all classes with live nude models.

MULTIPLE CLASS DISCOUNTS

- The following examples illustrate our Multiple Class Discounts:

EXAMPLE 1:

- If you take **BOTH Portfolio Preparation Session 1 AND Portfolio Preparation Session 2**, you will receive \$50 off the combined total tuition and registration fee:

*Portfolio Preparation Session 1: \$550
*Portfolio Preparation Session 2: \$550
*Registration fee: \$10

Regular Total: \$1110
<Minus Discount: \$50>

***New Total: \$1060**

EXAMPLE 2:

- If you take **3 regularly priced classes** (non Portfolio Preparation classes), you will receive \$50 off the tuition **AND** we will waive the \$10 registration fee, for a total savings of \$60:

*Figure Drawing: \$480
*Figure Painting: \$480
*Figurative Sculpture: \$480
*Registration fee: \$10

Regular Total: \$1450
<Minus Discount: \$50>
<Waive Registration fee: \$10>

***New Total: \$1390**



(MULTIPLE CLASS DISCOUNTS CONT.)

EXAMPLE 3:

- If you take both Portfolio Preparation Session 1 **AND** Portfolio Preparation Session 2 **AND** one regularly priced class (non Portfolio Preparation class), you will receive \$75 off the total tuition **AND** we will waive the \$10 registration fee, for a total savings of \$85:

*Portfolio Preparation Session 1: \$550

*Portfolio Preparation Session 2: \$550

*Any regular (non Portfolio Preparation) class: \$480

*Registration fee: \$10

Regular Total: \$1590

<Minus Discount: \$75>

<Waive Registration fee: \$10>

***New Total: \$1505**

Please Note: If a student transfers from a more expensive to a less expensive class, then the student would receive a refund for the difference in cost minus the \$25 transfer fee.

CLASS CHANGES OR CANCELLATIONS

- Korpus School of Art + Gallery reserves the right to cancel any class, limit class size, or substitute instructors for those listed in the schedule should it become necessary.
- If an instructor must leave a class after the class has begun, and no suitable replacement is available, the students enrolled in the class will be refunded a pro-rated amount based on the number of classes that were actually held.

REFUND POLICY

- All 10 Week Class prices include a non-refundable \$50 student cancellation fee. In other words, if a student cancels her or his enrollment, then \$50 of the payment received for the class is retained by KSA+G.
- For all 10 Week Classes, there is a no refund policy for student cancellations within 7 days prior to the start of the Class or anytime afterwards.
- Refund requests must be received in writing or via email, and will be effective on the date received. You must **request a return receipt** for any email refund request. The date opened is the date received.
- 10 Week course refunds will be issued per the following:
 - 100% refund **minus the non-refundable \$50 student cancellation fee** will be issued for classes cancelled before 7 days from the 1st day of the course.
 - 50% refund **minus the non-refundable \$50 student cancellation fee** will be issued for classes cancelled on the 1st course date and before the 2nd course date.
 - Please allow up to 4 weeks to process refunds.



TRANSFERS

- All students must email a transfer request in order to transfer from one class to another.
- There is a \$25 fee for all transfers (assuming space is available).
- If the cost of the new class transferred into is less than the initial course, the regular refund policy will apply.
- The last day for a 10 Week class transfer is before the 2nd class meeting date.

ABSENCES

- Due to the nature of our classes, it is not possible to make up missed classes. Since we cannot refund missed classes, we strongly encourage students to attend every class to make the most of their tuition payment.

ARBITRATION AGREEMENT

- At Korpus School of Art + Gallery, we do our best to uphold high ethical standards. We prefer to settle disagreements by communication. By registering for a class, you commit to having any legal disputes settled by an independent arbitration committee.
- We reserve the right to refuse attendance to anyone.

BOUNCED CHECK POLICY

- There is a \$25 fee for all checks that are returned N.S.F. This fee plus the amount of the original check must be paid by cash or money order prior to the start of the next class session.

SUBSTITUTION POLICY

- Korpus School of Art + Gallery reserves the right to provide a qualified substitute for its scheduled instructors in the event of professional or personal changes in schedule.

MATERIALS POLICY

- Korpus School of Art + Gallery does not provide art supplies or materials for its students. Students are responsible for providing their own art supplies and materials.

.....

If you have any questions about our policies, please feel free to contact us by email at: korpus.info@gmail.com, or by phone at: 213-228-2014.