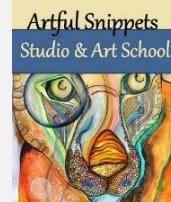


Artful Snippets Studio & Art School
ENROLMENT INFORMATION



Current ABN: 46 240 741 389

TERMS and CONDITIONS
For Classes, Workshops and Events

Please read the information provided in this Enrolment Information – Terms and Conditions and other information provided to you.

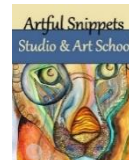
Included is general information for classes and workshops, as well as our Terms and Conditions. The Enrolment & Consent Form needs to be completed and returned to us upon payment or by your first class. Copies are available in the studio.

If you have any questions or would like to discuss the information provided, please contact us!

CONTACT	Jessica Malousis – Proprietor & main teacher www.artfulsnippets.com.au Email preferred. artfulsnippets@gmail.com 0498 835 023
ADMIN Mondays only	Please Note: As we work from our private studio and have a busy schedule, our administration hours are generally limited to Mondays. When we are away from the studio for an extended period of time, an automated reply will be sent to emails received.
TIMETABLE	Please check our website for current timetable. Terms are usually 8 - 10 weeks and based roughly on QLD school terms. Payment information/term dates is emailed before each term to current participants.

CONTENTS	PAGE
Enrolment & Consent Form	2
Housekeeping & Studio Address	3
Weekly Classes – Additional Information	3-4
Children's Classes/Workshops: Additional Information	4
Safety and Cleanliness; Disclaimer	5
Bookings and Payments	6

Artful Snippets Studio & Art School
ENROLMENT & CONSENT FORM
 VALID: 1st January 2018 – 31st December 2019



NAME		
CLASS/WORKSHOP/EVENT		DATE
PARENT/LEGAL GUARDIAN NAME FOR UNDER 18		
CONTACT NUMBER/S		
EMAIL ADDRESS		
IN CASE OF EMERGENCY:		
CONTACT NAME/S		
CONTACT NUMBER/S		
ALLERGIES/SENSITIVITIES		
ANY OTHER INFORMATION WE NEED TO KNOW ABOUT?		
<p>Consent: <i>'Participant' is a term used for enrolled persons, including those under 18 years old. 'Studio' and 'environment' refers to location of classes, workshops or events. A participant is enrolled once payment has been made and/or this Enrolment & Consent Form has been signed. Enrolment includes attendance in classes, workshops or other events of Artful Snippets Studio & Art School, Jessica Malousis and associated teachers. Participants, and legal guardians of participants under 18 years old, acknowledge you have read, understand and agree to be bound by the <u>information and disclaimer</u> provided in this Enrolment Information. Please do not pay for or attend classes, workshops, or events if you do not agree with our information provided.</i></p> <p><i>Participants, and legal guardians of participants under 18 years old, consent to: use art materials, supplies and equipment at the participant's own risk; to apply appropriate health and safety practices; and to attend classes, workshops or events at the participant's own risk in the same environment where a large variety of art materials and equipment are used, some of which are considered hazardous.</i></p> <p><i>Photography: Some photos used for advertisement and display purposes (including on the internet) may include images of participants with artworks or working in a class situation. If you do not wish to be included in these images or do not wish your child to be included, please tick: I DO NOT WISH for myself [] or my child/children [] to be included in photographs. Photos of artworks ONLY will still be used.</i></p>		
SIGNATURE:		
<i>Parent/Legal Guardian signature on behalf of under 18 year olds.</i>		

AND IF YOU DON'T MIND, WE'D LOVE TO KNOW SOME THINGS ABOUT YOU:	
How did you hear about us?	
What is your main reason for joining an art class? What are your creative arty goals, dreams or desires if you have them?	
What are your expectations from our art classes?	

Thank you!
 Jessica Malousis
Artful Snippets Studio & Art School
www.artfulsnippets.com.au / Email: artfulsnippets@gmail.com / 0498 835 023

Terms & Conditions For Classes, Workshops & Events

HOUSEKEEPING - GENERAL

1. STUDIO ADDRESS	<p>33 Nicholson Avenue, Salisbury. Brisbane. There are 3 garage doors out the front, come through the open door.</p> <p>1.1 Our studio is held at a <u>private residence & studio</u> – it is not a public address and is not advertised on the internet. Please do not disclose our address to the public or on the internet.</p>
2. PARKING & PUBLIC TRANSPORT	<p>2.1 Plenty of free street parking. Be mindful of Brisbane City Council signs and apply common courtesy to our neighbours.</p> <p>2.2 NO PARKING on the driveway. Please do not block driveways/accessibility of our neighbours.</p> <p>2.3 Salisbury Train Station (Beenleigh line) is a short walk (uphill) to the studio; bus stops nearby.</p>
3. PARTICIPATION	<p>3.1 Class times are adhered to. To get the most out of your class, participants are expected to be ready at start time, and to clean up at finish time. Allow 10 minutes before and after class/workshop for clean-up.</p> <p>3.2 Table space is limited and participants will need to keep personal materials contained to allow others to use available space.</p> <p>3.3 We pride ourselves on being encouraging. Be courteous to others with regards to conversation and comments about artworks; as well as in the setting up of equipment.</p> <p>3.4 Participants arriving late or leaving early are expected to do so with minimal disturbance.</p> <p>3.5 Numbers are usually capped and we reserve the right to modify numbers when deemed necessary.</p>
4. FACILITIES	<p>4.1 Toilet amenities are shared by the residents; located a short walk around the main building and up a flight of stairs (please be aware there are no hand railings). Participants must not enter the connected private residence.</p> <p>4.2 Fans only. No air conditioning. Our studio stays reasonably cool in summer. Plenty of ventilation.</p> <p>4.3 Water pots, rags, easels are provided for use. Tea/coffee and microwave. Materials for workshops/events are specified for each.</p>
5. STORAGE	<p>5.1 Due to space constraints, artworks/supplies left in the studio is limited to children's classes only; unless a wet artwork cannot be transported.</p>
6. EMAILING LIST	<p>6.1 Enrolled participants are signed up to our electronic newsletter and email lists to keep informed about classes, events and workshops.</p> <p>6.2 Request to have your email address removed.</p>
7. COPYRIGHT	<p>7.1 Participants consent to photographs of artworks produced with our guidance (whether fully or part of) in classes, workshops, events etc. to be used on the internet: including on our website/s, social media sites, for promotional and advertisement material, publications and newsletter purposes indefinitely.</p>
8. ACKNOWLEDGEMENT	<p>8.1 Please acknowledge where you studied when sharing or displaying your art works publicly or privately (via any form including websites and social media sites) when created under our guidance and teaching. Please provide a link/tag to our website or social media site. Acknowledgment helps us to survive as a small business!</p>
9. AVAILABILITY & INFORMATION	<p>9.1 Artful Snippets reserves the right to adjust and vary the availability and information for classes, workshops and events as deemed necessary.</p>
10. EMERGENCIES & FIRST AID	<p>10.1 In an emergency, triple zero (000) will be called. Your emergency contact or a child's parent will be called as soon as possible.</p> <p>10.2 Basic First Aid may be applied to accidents.</p>

WEEKLY CLASSES

Adults and Children

11. TUITION	<p>11.1 We endeavour to meet the needs of all participants within the bounds and timeframes of each class. However, practically in each 1, 1.5 or 2 hour weekly class, participants may receive differing amounts of individual time from the teacher each week. This is determined by the current needs of participants in the class.</p> <p>Please have realistic expectations of what can be achieved in a workshop or class. Skills are developed with regular participation over time.</p>
12. CATCH UP CLASSES	<p>MISSED A CLASS?</p> <p>12.1 TERM PAYERS: Book ahead catch up classes by email or ask (classes may be too full or busy to include extras).</p> <p>12.2 Maximum of 2 or 3 catch up classes available per term, per participant, in other age appropriate classes available. Please note - any additional missed classes will be forfeited at the end of term and not available as credit or extra classes in future.</p>

	<p>12.3 Adults – most terms include 1 additional class in the last or second last week of term at a different time for a catch up class or paid additional class. Extra classes may be cancelled due to insufficient numbers.</p> <p>12.4 Children - due to class constraints, space and for quality teaching, children must complete catch up classes in other kids/teens class available, only. Mature teenagers 15+ may book in to attend an adults' class.</p>
13. TRIAL CLASS	13.1 Adults & Children: A trial class is available at the cost of a casual class for new participants only. Should you wish to continue, this will be deducted from the cost of your chosen class package.
14. MATERIALS	<p>14.1 ADULTS CLASSES – Require you to bring your own materials.</p> <p>14.2 NEW participants are welcome to use available studio materials (other than canvases) for your first lesson to get you started. Materials Lists are available.</p> <p>14.3 PROJECTOR: Digital files and a laptop are required to use the digital projector in the studio. Your files/images must be provided on a digital USB or emailed a few days before class.</p> <p>14.4 CHILDREN'S CLASSES – Include most materials. Excludes canvases and other artist quality materials not stocked in the studio.</p> <p>Supplies may be purchased through us when available or at your local art store. Generally, the brand or type will dictate the quality of the product. Good middle of the range art materials are recommended for beginner artists. Artist quality materials are best. The 'cheaper' stuff can be frustrating to use.</p>
ART SUPPLIES	
15. TEACHER CANCELLATION	<p>15.1 In the event a teacher is unable to teach, the class will be cancelled or a replacement teacher will be organised.</p> <p>15.2 For teacher cancellations, a text message and email will be sent to all participants. Fees for that one class will be refunded via direct deposit or PayPal as soon as possible.</p>

CHILDREN: ADDITIONAL INFORMATION

Classes, Workshops and Events

16. PARENT PARTICIPATION	<p>16.1 A parent may quietly attend the first weekly class only of your child's new enrolment – without disturbing or talking to participants. Must be booked in. Phones must be turned off. We do not have the capacity for parents or additional non-fee paying children to be present during classes.</p> <p>16.2 We encourage email communication should you wish to discuss your child's progress.</p> <p>16.3 Workshops for children: no capacity for parents to attend unless stated otherwise.</p>
17. TUITION INFORMATION	<p>17.1 Please have realistic expectations of what can be achieved in a workshop or class.</p> <p>17.2 Weekly Classes: due to timing of our weekly junior and senior classes – there is a quick transition between the classes, with minimal time for discussion. The Junior Class has 5 minutes before or at the end of class for cleaning.</p> <p>Skills are developed with regular participation over time. We aim to amalgamate high quality teaching of visual and fine art skills with choice and enjoyment of creative processes. Class content remains flexible, unless planned otherwise. A drawing course with more structured systematic tasks is available when possible. Please ask.</p>
18. PICK UP & DROP OFF	<p>18.1 Please drop off and pick up participants on time. Allow 5-10 minutes before class for set up.</p> <p>18.2 Written or verbal consent from parent/guardian is required for others to pick up minors.</p>
19. BEHAVIOUR	<p>19.1 Participants must be properly behaved at all times. We encourage the use of positive language, especially when discussing another person's artwork. We also encourage a 'growth mindset' and to persist through creative challenges.</p> <p>19.2 Parents will be called to immediately pick up children if there are unresolvable problems.</p>
20. TOILET	20.1 Children must be able to find and go to the toilet unsupervised. No hand railings.
21. CLOTHING & SCHOOL UNIFORMS	<p>21.1 It is advised participants wear old clothing and not school uniforms. Although we take care, we are not responsible for uniforms. Paint and art materials find their way onto clothes even with aprons!</p> <p>21.2 Participants must use appropriate safety gear when required.</p>
22. FOOD	22.1 No food to be consumed in the studio during children's classes. If a participant must have a snack, they will be asked to eat near a studio entrance.
23. BLUE CARDS	23.1 Adults working with under 18 year olds have blue cards or are registered Australian teachers.

SAFETY & CLEANLINESS

Applying high standards of health and safety is vital in our studio.

<p>24. SAFETY & CLEANLINESS</p>	<p>24.1 Participants must adhere to safety guidelines and instructions for the use of any materials and equipment.</p> <p>24.2 Spillages on tables or floor must be cleaned up immediately. Participants (including children) are expected to clean and tidy up their work area to an acceptable standard to the teacher at the end of each class/workshop. Equipment and easels must be packed away.</p> <p>24.3 Paint, solvents and chemicals to be disposed of in the bin.</p> <p>24.4 An odourless solvent only may be used by participants using oil paints.</p> <p>24.5 Check Material Safety Data Sheets (MSDS) for each art supply you use.</p> <p>24.6 Children's classes: Participants who are minors in our children's classes use mostly non-hazardous materials, based on MSDS information. A capable child may use items such as, but not limited to: oil paints, methylated spirits, art mediums, or sharp tools. If you do not wish your child to directly use a specific art material, please inform us and add this to the enrolment form. Children are expected to use equipment and art materials safely.</p> <p>24.7 Wearing covered shoes is recommended.</p> <p>Suggestions may also include: be sensible when using art supplies which contain material/s considered hazardous. Barrier creams are helpful. Use ventilation, clean up properly, and follow health/safety recommendations. Wash hazardous pigments off your skin. Be aware of sensitivities you may have or health concerns. Research art supplies and make necessary adjustments for your health and safety. If using art materials in a personal or home environment, research and make the necessary adjustments for a safe working environment.</p> <p>Informative Book: <i>The Artist's Complete Health and Safety Guide.</i> (Monona Rossol). 2001, 3rd Ed.</p>
<p>25. DISCLAIMER</p>	<p>25.1 Participants and legal guardians of participants under 18 years old of classes, workshops and events with Jessica Malousis (Artful Snippets Studio and Art School and associated teachers) acknowledge and accept the use of various art supplies, materials, paints, chemicals, solvents and equipment which are dangerous and are used at the participants own risk. Participants and legal guardians of participants under 18 years old, acknowledge and accept at the participants own risk to attend classes, workshops and events in environment/s where hazardous art materials have been or are being used.</p> <p>25.2 Jessica Malousis (Artful Snippets Studio and Art School and associated teachers) to the extent permitted by law, disclaims liability to participants or legal guardians of participants under 18 years old, in whichever studio and environment classes, workshops and events are conducted, for:</p> <ul style="list-style-type: none"> a) Any injury to a participant, or for the personal safety of participants before, during and after classes, workshops and events. As well as any liability caused by or through the use of facilities, art materials, art mediums, equipment, and tools used in classes, workshops, and events. b) Any liability (including injury) caused by the entry and exit into premises. c) Any loss or damage of a participants' property before, during or after classes, workshops and events. d) Any breach of contractual obligations, and negligent acts or omissions by Jessica Malousis (and Artful Snippets Studio and Art School and associated teachers) before, during or after classes, workshops and events. e) Any other liability caused or arising as a result of attending or participating in classes, workshops or events whether at the current studio and/or another location used for conducting classes, workshops and events. f) Any liability associated with a participant using art materials and equipment in other environments not directly associated with Jessica Malousis (and Artful Snippets Studio and Art School and associated teachers). A participant uses art materials and equipment at their own risk.

BOOKINGS AND PAYMENTS

Classes, Workshops and Events

26. BOOKINGS & PAYMENTS	<p>26.1 Fees must be paid in advance to secure a position.</p> <ul style="list-style-type: none"> - Within 2 days of booking; and before your class/workshop. - A deposit of a casual class or nominated deposit amount is acceptable to secure a position in a class or workshop; however total fees must be paid before the class/workshop or by each term's due date as nominated by us when required. <p>26.2 To book:</p> <ol style="list-style-type: none"> 1) Confirm your booking for the term via email or phone (in any capacity: term, 4/5 weeks, casual basis (for casuals - payment of 1 casual class required to confirm position)). 2) Make payment via Direct Deposit (reference number must be emailed), PayPal (<u>requires a 2% fee – let us know if you prefer to pay via PayPal as we will need to invoice you</u>), or Credit Card (<u>add 2.0% fee</u>). If paying by credit card, please email a completed credit card form copied (below). If you prefer to pay with cash, please let us know. 3) Bookings finalised only when a payment is received, on a first in first served basis. Class numbers are limited. If you require a payment plan, please ask. 								
27. PAYMENT OPTIONS	<p>Direct Deposit Details (PREFERRED METHOD): Use your name as Reference. Please email when payment has been made to confirm your position - send a print screen or reference number.</p> <p>Account Name: G and J Malousis BSB: 084435 Acct No: 810859925</p> <p>Credit Card Form:</p> <table border="1" data-bbox="400 824 1473 1059"> <tr> <td>Card Name</td><td>Card Number</td></tr> <tr> <td></td><td>Expiry Date</td></tr> <tr> <td>CVV (number on back of card)</td><td>Email address for Electronic Receipt:</td></tr> <tr> <td></td><td>(Please note – credit card processed through 'PayPal Here' – consent from PayPal Here: 'By entering my email, I agree to receive emails for all future PayPal Here transactions.')</td></tr> </table> <p>PayPal (add +2.0% fee) – Please inform us of this payment choice as we will invoice you via our email address: artfulsnippets@gmail.com</p> <p>RECEIPTS: are not provided automatically. Please request a receipt if required.</p>	Card Name	Card Number		Expiry Date	CVV (number on back of card)	Email address for Electronic Receipt:		(Please note – credit card processed through 'PayPal Here' – consent from PayPal Here: 'By entering my email, I agree to receive emails for all future PayPal Here transactions.')
Card Name	Card Number								
	Expiry Date								
CVV (number on back of card)	Email address for Electronic Receipt:								
	(Please note – credit card processed through 'PayPal Here' – consent from PayPal Here: 'By entering my email, I agree to receive emails for all future PayPal Here transactions.')								
28. FEES INFORMATION FOR WEEKLY CLASSES Subject to change without notice.	<table border="1" data-bbox="400 1189 1473 1592"> <tr> <td data-bbox="400 1189 895 1592"> <p>28.1 ADULTS Term rate: \$30 per class with upfront payment before first class. Example:</p> <p>10 class term: \$300 9 class term: \$270 8 class term: \$240</p> <p>4 weeks: \$140 (can be used throughout term purchased) 5 weeks: \$175 (as above) Casual: \$38 each</p> </td><td data-bbox="895 1189 1473 1592"> <p>28.2 CHILDREN – incl. most materials (excludes canvases or specialty materials not stocked in studio).</p> <p>Junior Class: 3:30 – 4:30 pm Term rate: \$20 per class with upfront payment by first class. 10 class term: \$200 9 class term: \$180 8 class term: \$160 Casual: \$25 each</p> <p>Senior Class: 4:30 – 6:00 pm Term rate: \$30 per class with upfront payment by first class. 10 class term: \$300 9 class term: \$270 8 class term: \$240 Casual: \$35 each</p> </td></tr> </table>	<p>28.1 ADULTS Term rate: \$30 per class with upfront payment before first class. Example:</p> <p>10 class term: \$300 9 class term: \$270 8 class term: \$240</p> <p>4 weeks: \$140 (can be used throughout term purchased) 5 weeks: \$175 (as above) Casual: \$38 each</p>	<p>28.2 CHILDREN – incl. most materials (excludes canvases or specialty materials not stocked in studio).</p> <p>Junior Class: 3:30 – 4:30 pm Term rate: \$20 per class with upfront payment by first class. 10 class term: \$200 9 class term: \$180 8 class term: \$160 Casual: \$25 each</p> <p>Senior Class: 4:30 – 6:00 pm Term rate: \$30 per class with upfront payment by first class. 10 class term: \$300 9 class term: \$270 8 class term: \$240 Casual: \$35 each</p>						
<p>28.1 ADULTS Term rate: \$30 per class with upfront payment before first class. Example:</p> <p>10 class term: \$300 9 class term: \$270 8 class term: \$240</p> <p>4 weeks: \$140 (can be used throughout term purchased) 5 weeks: \$175 (as above) Casual: \$38 each</p>	<p>28.2 CHILDREN – incl. most materials (excludes canvases or specialty materials not stocked in studio).</p> <p>Junior Class: 3:30 – 4:30 pm Term rate: \$20 per class with upfront payment by first class. 10 class term: \$200 9 class term: \$180 8 class term: \$160 Casual: \$25 each</p> <p>Senior Class: 4:30 – 6:00 pm Term rate: \$30 per class with upfront payment by first class. 10 class term: \$300 9 class term: \$270 8 class term: \$240 Casual: \$35 each</p>								
29. REFUNDS & CANCELLATIONS	<p>29.1 A refund or credit for change of mind will be accepted up to 7 days ONLY before beginning classes. A \$20 cancellation fee will be deducted.</p> <p>29.2 Workshops: will have additional refunds information when required. Refunds will be provided based on the bookings/payments/refunds dates provided for the individual workshop – these dates and associated fees are available with the information provided for each workshop via the allocated source – e.g. online events, email or documents.</p> <p>29.3 When applicable, PayPal or Credit Card fees will not be refunded.</p> <p>29.4 Refunds or credit will not be provided 7 days or less before the classes or event begins, or during a teaching term/block.</p> <p>29.5 No refunds or credit provided for missed classes, workshops or events. They will not be transferred or used as credit in future.</p> <p>29.6 Should a class, workshop or event be cancelled due to insufficient numbers, or sickness/emergency on our part, fees paid for the class/workshop/event will be refunded via direct deposit or PayPal. Participants will be notified via email and/or text message as soon as possible.</p> <p>29.7 Artful Snippets reserves the right to negotiate, change, or adjust the terms and conditions in clauses 26.1 to 29.6 when required.</p>								

Please email if there is anything you would like to discuss.