



## **Kapi Art Space - Paint and Create Community - Attendance and Fee Policy**

Kapi Art Space seeks to act fairly and openly with all its participants. This policy puts down in clear and simple wording the terms and conditions under which classes are offered at Kapi Art Space and what we can expect from each other when we are working together.

### **What Kapi Art Space will do:**

- Create a welcoming and inclusive space for students to explore their creative dreams.
- Provide art-based activities, information, tuition and events on various creative topics described in each course outline.
- Communicate clearly, openly and respectfully in interactions with people.
- Provide accurate information in a timely manner.
- Maintain participants privacy and data security.
- Operate safely respecting best practice health and safety procedures.
- Most classes and workshops will have a list of required materials listed when you book your place and it is best if materials can be purchased prior to starting. However, enough materials may be able to be provided in the first 2 classes as you learn about the medium and materials if you have not fully purchased all items yet. Materials will most likely be available to purchase separately through Kapi.
- Offer existing participants first refusal for future term bookings

### **What we ask participants to do:**

- Play their part in creating a welcoming and inclusive space for staff, volunteers, fellow participants and members of the public when attending Kapi Art Space.
- Communicate clearly, openly and respectfully in their interactions with others
- Maintain their own understanding and record of attendance at courses and communicate promptly (initially with Kapi Assistant) to resolve any issues.
- Pay course fees as required.
- Respect others by not attending classes and events if you are unwell.
- Complete paper and electronic forms required (ask us for help if you need).
- Comply with health and safety requirements and procedures,
- Students are to provide all materials following the first 2 classes.
- Leave your painting space clean for the next student.

## In Studio Painting Classes

(Classes are either labelled as Term Fee Classes)

### Term Fee Classes

- Term Fee classes cover a specific number of weeks, and full fees are payable at the commencement of the Term, unless the option is offered for part payment over set dates.
- Existing students are offered first refusal for the coming term. If students have not committed to the following term in the period offered, the place will be forfeited, and the vacancy will be offered to other students.

### If you miss a class

- There are **NO REFUNDS** for missed classes without notice.
- Your Term Fee Payment guarantees you an ongoing place in the class and is the fair exchange for the agreement that Kapi Art Space has entered with you to provide tuition for the Term.
- Because we know that unavoidable circumstances can sometimes lead to you missing multiple classes, consideration may be given to credits or potential refunds for limited circumstances where students have missed multiple classes beyond their control (e.g. serious illness). Early notification of inability to attend due to serious circumstances allows us to advertise the vacancy and ensure that we are not unnecessarily disadvantaged by your circumstances.
- Students may be given the opportunity to make up missed classes if more than one class is missed **if it is possible**. This is not guaranteed. This will need to be arranged by email with [kapiassistant@gmail.com](mailto:kapiassistant@gmail.com) and will depend on if there is a suitable make-up opportunity available (i.e. a similar classes is being offered as another time during the same term). Other options may also include credit to *The Sunday Social* sessions, or possibly some credit towards attending a future class, but this will be determined on a case-by-case basis (and only for more than one missed class).
- We hope this strikes a balance between your circumstances and our need to run a sustainable business. Holidays and work commitments will not be accepted as grounds for credits or potential refunds.

### Classes not Offered

- If unavoidable circumstances lead to us not being able to offer a Term Class (if it were unsafe e.g. Code Red, legislated closure, power outage, or instructor absence) and the class can be made up (preferably) within the term, it will be done so. If it cannot, a credited to the following term, or a refund will be offered.
- A refund due to closure will be offered if students are not continuing the following term.

### Gift Certificates used for Classes

- Available for purchase and must be used within a 12-month period from date of purchase