

Policies and Conditions of Enrollment

A student in **Riitta's ART Studio** is subject to the following policies and conditions of enrollment:

Class Size. The minimum class size for regular classes is 4 students. While an attempt will be made to accommodate all prospective students, if fewer than 4 students are enrolled in any class **Riitta's ART Studio** reserves the right to reschedule the class, combine the class with another class, or it necessary cancel the class. Maximum class size is 8 students. If more than 8 students enroll, class **Riitta's ART Studio** reserves the right to break the class into 2 groups, and reschedule one of the groups. Refunds will of course be given if a class is canceled, or if the class is rescheduled and the student cannot attend at the new time.

Withdrawals. Advance planning is necessary in order to assure that there are enough students in each class to be economically feasible, but small enough so each student will receive individualized instruction. Therefore, it is important to know who will be in each class at least one week before the class begins. Any student who withdraws from a class at least one week prior to the first class will be entitled to a full refund. Any student who withdraws from a class during the first week of the class will be entitled to a refund of 75% of the course tuition. Thereafter, refunds will not be given.

Emergency Closings and Cancellations. In cases of inclement weather, **Riitta's ART Studio** will be open if the public schools are open. If the schools are closed, but the roads are passable **Riitta's ART Studio** may still be open. Students or their parents are encouraged to call (or check the website) if there is any question as to whether **Riitta's ART Studio** will be open. While every effort will be made to have all classes as scheduled, cancellations may be necessary due to illness or other reasons. If classes are canceled by **Riitta's ART Studio** for any reason, a make-up date will be scheduled for a time convenient to as many students as possible. No makeups will be scheduled, and no refund will be made, for students who are unable to attend a regularly scheduled class.

Assumption of Risk. The Student and Parent are advised that, while art is one of the safest leisure activities, like virtually any activity there are certain risks involved. Students may injure themselves with tools. While the media used are generally safe, they should not be ingested. And in rare cases people may have allergies. The Student and Parent (on behalf of the student), by taking a course at **Riitta's ART Studio**, agree that they are assuming any and all risks which may be involved in participating in instruction at **Riitta's ART Studio**, and agree that they will not hold **Riitta's ART Studio**, or Riitta Pollock, responsible for any injury or other harm which may result from engaging in the artistic activities provided by **Riitta's ART Studio**.

Best Behavior. Students at **Riitta's ART Studio** will be told Riitta's Rules. Those rules are necessary for the children's safety, and to prevent students from disrupting the work of others, and are expected to be followed. The rules will also be furnished to parents, who are expected to reinforce them with their children. While one of Riitta's strengths as a teacher is her ability to run a friendly, but disciplined classroom, **Riitta's ART Studio** reserves the right to discipline students who fail to observe Riitta's Rules, including having students take a temporary "time-out" from their work, reporting behavioral problems to parents, and as a last resort, suspending the privilege to attend classes. Students who are suspended due to disciplinary reasons will not be entitled to a refund.

Riitta Pollock

Enrollment Form

Name of Art Student _____

Name of Parent _____

Address _____

Phone _____ Email _____

Emergency Contact _____ Phone _____

The above student is hereby enrolled as a student in **Riitta's ART Studio** for course: _____

start and finish dates: _____

day of the week: time: _____

Tuition \$ _____ includes all necessary materials.

Please make check to Riitta's Art Studio. * NOTE: This amount is due by in order to assure placement in this course. Enrollment in a course at **Riitta's ART studio** is subject to the Policies and Conditions attached to this form.

Signature of Parent _____ Date _____

Receipt of tuition payment in the amount of \$ _____ is hereby acknowledged.

Student Name _____

Course Description _____

Thank you, Riitta K. Pollock