



Evelia Espinosa's Art Studio

272 Newport Drive
Port Moody, BC

2024- 2025 Terms & Conditions

1. **Tuition Fees** (*Per Student*)
 - a. **Registration Fee:** \$70.00 (*Non-refundable, Billed Once Per Program*)
 - b. **Children's Drawing & Painting Classes:** \$94.00 + GST (*Fixed Fee, Billed Monthly*)
 - c. **Children's Ceramics Classes:** \$156.00 + GST (*Fixed Fee, Billed Monthly*)
2. In order to complete the registration process and reserve a spot, the following documents & tuition fees are required:
 - a. A completed Registration Form & a signed Terms & Conditions Form.
 - b. A completed Pre-Authorized Debit (PAD) Agreement including a VOID cheque.
 - c. Paid registration fee.
3. **Class Information:**
 - a. Drawing & Painting classes are 50-minutes in length.
 - b. Ceramics classes are 80-minutes in length.
 - c. Students enrolled in the Drawing & Painting Program will alternate between a drawing and a painting class.
 - d. The number of completed pieces per year cannot be guaranteed as it varies based on the individual abilities of each student. The students will engage in painting, drawing, or building activities at their own pace, in accordance with their unique skill sets.
4. The utilization of indoor masks is discretionary unless expressly specified by the prevailing provincial health mandates and regulations.
5. Please park your car only in designated areas. Cars parked in prohibited areas will be towed at the owner's expense.
6. **Holidays & Long-Weekends:**
 - a. Classes are **not** held on Statutory Holidays.
 - b. The studio will remain open during long weekends unless otherwise specified.
7. **Missed Classes:**
 - a. Make-up classes are only available in cases of illness or extended leave (4 consecutive weeks or more). Vacation, sports, or other activities do not qualify for make-up classes.
 - b. If your child is sick, please contact the studio **prior** to the start of your child's class to qualify for a make-up class.
 - i. Make-up classes due to illness are only available by request and are subject to approval and availability.
 - c. In the case of extended absences (4 consecutive weeks or more), students have the opportunity to make up half of the missed classes. Please contact the studio **prior** to the start of an extended leave to advise of the circumstances.
 - i. Make-up classes due to extended leave are only available by request and are subject to approval and availability.
 - d. No make-up sessions will be provided for classes that are missed during blackout periods, such as long weekends.
8. **Make Up Classes:**
 - a. If a missed class is eligible for a make-up session, the student's name will be added to the waitlist. Once their name reaches the top of the list, the parent will be provided with available make-up class times to choose from.

- i. Failure to respond to the make-up class time email will result in the forfeiture of the make-up class.
- ii. Once a make-up class is confirmed, it cannot be changed and will not be rescheduled if missed.

9. Cancellations:

- a. Cancellations are only permitted from September 1st, 2024 to November 30th, 2024.
 - i. **No cancellations or refunds are allowed after December 1st, 2024.**
- b. Cancellation within the cancellation period requires the submission of a completed Cancellation Form and written notice 30 days in advance.
- c. Initiating a stop payment or canceling your Pre-Authorized Debit (PAD) agreement does not result in contract termination or cancellation of your outstanding balance.
 - i. If a stop payment is initiated or the authorization for a PAD agreement is revoked, arrangements must be made to settle any outstanding amounts. Penalty fees may apply.

10. Non-Sufficient Funds Fee:

- a. In the event of a non-sufficient funds (NSF) situation, a fee of \$50.00 will be charged. This fee, along with the missed tuition fee, must be paid via e-transfer.
- b. I understand that my e-transfer privileges can be revoked as a result of improper use such as multiple follow ups, constant reminders and missing payments.

11. Art Test:

- a. Each student will be placed in one of the following levels: *Beginner, Intermediate, Mixed Medias, Abstract, Surrealism and Advance (Advance Watercolor, Acrylic, Drawing and Oil)*.
 - i. The Art Test will evaluate the students' proficiency in both practical skills and theoretical knowledge.
 - ii. While test preparation will take place in class, students are strongly encouraged to do additional studying at home.
- b. Participation in the annual Art Test is mandatory for all students.
 - i. Exemptions for the Art Test will be granted for young students and those who have registered within a timeframe that does not allow sufficient preparation for the test.

12. Children's Art Festival:

- a. Participation in the Children's Art Festival is **mandatory** for all students aged 5-18.
 - i. Students who are 18 years of age or older have the option to participate in the Children's Art Festival if they choose to do so.
- b. Every student must submit a minimum of two to three (2-3) paintings and one (1) drawing for the Children's Art Festival.

13. I hereby grant my consent for my child to be photographed and interviewed in order to promote their artwork through Evelia Espinosa's Art Studio/ Artem Studios Ltd.

- a. I acknowledge and understand that the photographs and interviews may be archived and utilized for promotional purposes by Evelia Espinosa's Art Studio/Artem Studios Ltd at any given time.

I acknowledge and accept that if any of the terms and conditions stated above are violated, it may result in the suspension of my child's classes.