



# POLICY

## REGISTRATION AND PAYMENT

Registration online is strongly recommended to reserve a student's place in class. If you enroll in our program midway, you may also register in the following ways:

- In person at Champion Art
- By telephone to 919.388.1739 during office hours (Monday - Friday, 9:00 AM - 6:00 PM)

Registrations will not be processed without payment. Please be aware that incomplete registration forms and failed payment may delay enrollment. Full payment is required at the time of registration in any of the following ways:

- Credit card, Debit Card (online)
- Checks, cash if online payment is not available. (There will be a small amount of administration fee for non-online payment.)

*There will be a 3% fee for returned credit card payment.*

## SCHOOL NOTIFICATIONS

*Edmodo is the Champion Education school portal for parents to receive lesson plans, students' artworks, teachers' opinions, and important notifications.*

- *Closed School*

*If Champion Art class is canceled, parents will be notified via phone calls, emails, or Edmodo.*

## ONE MONTH NOTICE

A one month's notice is required to withdraw from the program or non-attendance. If a one month's notice for early withdrawal is not given, your tuition will not be refunded in any forms unless the tuition will be used towards your child's account balance as credits.

## MAKE-UP CLASS

Champion Art offers 3 make-up classes per semester per student's absence for any reason, we have total 6 make up day in 2019 school year. Make-up session will be on the first Sunday of each month, please mark the day on your calendar, the make up day will be: Feb 3rd, 2019; Apr 7th, 2019; June 2nd, 2019; Aug 4th, 2019; Oct 6th, 2019; Dec 1st, 2019. Please schedule make-up session with our staffs via email. Missed make-up class will not be rescheduled again.

There will not be make-up classes for inclement weather. Please read the inclement weather policy below.

## INCLEMENT WEATHER

Class cancellation due to inclement weather or unexpected circumstances will be notified via phone call, emails, and Edmodo. There will not be make-up days for inclement weather, but the refund of the class will be credited on your account.

## CANCELLATION

### **Insufficient Enrollment**

Champion Art reserves the right to cancel the class if the enrollment doesn't match the minimum number of students (minimum = 4). Classes will be canceled, and notifications to students will be made 2-5 business days prior to the start of the class. Full refund will be given when Champion Art cancels a class due to insufficient enrollment.

- **Early Withdrawal**

1. Before Class Start

- full refund (with a 3% fee if paid through credit card)

2. After Class Start

- 7 days after the class start - prorated refund (with a 3% fee if paid through credit card)
- 3 months after the class start - no refund for one semester and prorated refund of the second semester if yearly course (with a 3% fee if paid through credit card)

## PRORATED

- **Tryout Class**

One tryout class is offered to first time student. Price is differ from classes length and material used.

- **Rolling Admission**

All of our art programs are rolling admissions, therefore, the tuition will be prorated if students enroll after the session started. If you sign a one-year contract with us, the yearly discounted price will be effected starting from next session.

## ONE YEAR CONTRACT PRIVILEGE/ ONE YEAR MEMBERSHIP

**Students who sign up for one year contract with us enjoy the following privileges:**

1. 6% OFF Tuition Discount
2. Free 1 E-Portfolio
3. Free 1 Printed Portfolio
4. Free Using unlimited studio hours with art guidance on Sunday 12:30 pm - 4:00 pm (Please see the studio policy page)
5. Free Family Art: membership Parents will have free 10-month art club activity access.
6. Member Yearly Art Show: Yearly Art Show on the Third week of October
7. Expiration: One Year Membership will be valid from January 5, 2019 to December 15, 2019

## ART STUDIO (DRAWING & PAINTING)

During Sunday studio hours 12:30pm - 4:00pm, students who sign up for 1 year program can get unlimited access to most of the equipments and materials. **\*Must schedule with us at least 24 hours upon your arrival.**

- Etiquette
  1. Please respect the artworks, instructors, and other students in the art studio.
  2. Keep quiet of all time because everyone shall study art independently during studio hour.
  3. No food is allowed in the studio.
  4. Clean up your spot and place the art material back before leaving.
  5. Do not waste any art materials.
  6. Ask us if you have any questions and concerns.
  7. You will not be allowed to use our studio once the Champion staffs give out more than two warnings.

## PHOTO/VIDEO/VOICE RELEASE

Champion Art classes will be videotaped or photographed for educational use and publicity in social media platform, catalogs, and newspaper. Please contact us immediately if you do not wish to be included in the publicity.