

# New Terms & Conditions of Enrolment at

Melville Arts @ Atwell House

## Concessions and Discounts

- Discounts on courses are only open to Melville Arts @ Atwell House members.
- Members **re-enrolling** receive 10% off all art courses.
- Memberships and member discounts are not transferable.

## Credit Policy & Course Cancellations

- To secure your place, payment of the full course fee must be made upon enrolment. Places cannot be held without payment.
- No pro-rata payments are permitted if the student cannot attend all classes when you have booked into a full course.
- Courses are run subject to sufficient enrolment numbers.
- Students are permitted to transfer their enrolment to another course within the first week, a transfer administration fee of \$20 will be applicable after this time.
- A full credit will be issued when:
  - A course is cancelled by Melville Arts @ Atwell House.
  - A course is rescheduled by Melville Arts @ Atwell House and you are unable to attend on the new date.
  - We are notified prior to the start of a course that for medical reasons you are unable to take your place. You will need to present a medical certificate when you apply for a refund.
  - If you withdraw from a class without a medical certificate no credit will be issued.
- No substitute classes will be offered if:
  - You withdraw on or after the course start date.
  - You are absent from a class.
  - The advertised tutor is replaced due to unforeseen circumstances
- You may enrol part way through the term and pay pro rata if there is availability in a course.

## Duty of Care

Parents enrolling children aged 5-12 years in any art classes are required to sign in and out of class with their teacher before and after each lesson to ensure the safety of your children.

## Marketing & Photography

By enrolling in a class, you are giving permission for you and/or your child to be photographed. Photos may be used by Melville Arts @ Atwell House for promotional purposes. Should you not want to give permission, please advise the centre upon enrolment in writing.

## Privacy Policy

No personal information will be disclosed outside Melville Arts @ Atwell House without your expressed consent, except where required by law.