

Visual Art Institute Policies •

When Parents and Students sign up for the student's first class they agreeing to abide by all of the policies of VAI when they sign the registration form. The following are the current policies and are subject to change at any time.

Classroom Climate Policy

VAI's classes are highly stimulating, creative environments for the purpose of focused artistic and creative learning. Every part of a class is organized to enable students to expand their creativity and skills. While students do find a creative peer group, these classes are not intended as playtime or a social hour. Some of the values they must uphold include:

- Punctuality - be on time to class, students who are late disrupt the class.
- Respect - show respect to other students and faculty by being quiet during work time.
- Listening - listen carefully and follow instructions.
- Participation - participate in class activities in a positive manner.

Students showing a lack of respect for other students or staff may be asked to call their parents to come pick them up. Parents are asked not to go into the classrooms while students are in session; this disrupts the focus of a class. The faculty is responsible for instruction only. Administrative questions are answered in the office. Early release of any student must be cleared with the administrative office.

Parents are asked not to enter the studios during class time to help the instructors maintain the student's creative focus.

Holidays Observed Policy

VAI observes the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, and New Years. A make up day will be provided for classes that fall on any of these holidays.

Missed Classes Policy

Missed classes are generally not made up or reimbursed. During Spring and Summer terms we understand that vacations, etc. may interfere with normal class scheduling. Upon registering for spring and summer terms, it is possible to subtract the cost of days that will be missed from the overall cost of tuition; however, a schedule of the specific classes that will be missed must be given to the administrative office by the end of the first week of classes. This policy does not apply to Fall and Winter semesters, however, written appeals maybe addressed to the Executive Director for review if you have special circumstances.

Tuition Payment Policy

For 15-week Fall and Winter semesters, tuition is \$285 per class. For our 10-week Spring semester it is \$190 per class. The cost of classes works out to be \$19 per weekly class session. (Taking this cost into consideration makes these classes a great deal when you compare the cost to music lessons, or sports leagues.) There is a 10% discount available for those who take two classes per semester.

Tuition is due on the first day of class each semester. If needed, we do offer a payment plan as follows: The first payment (1/3 of the full tuition) is due during class registration (about five weeks before a semester begins), the second payment is due the first day of class, and the third payment is due by the fifth week of classes.

Currently the only method of payment is in person, by check or cash. We hope to have an on-line payment method available soon.

Refund Policy

The cancellation of class registration and a refund request must be done in writing. Refunds are calculated from the date a notification is received, not from the last day of attendance. A 10% processing fee is charged on all refunds.

- 100% of tuition may be refunded up to one working day before the class meets for the first time.
- A portion of tuition may be refunded up to one working day before the class meets for the fifth time. This refund will be prorated according to the number of classes left in the term from the time the notification is received. The 10% processing fee will be subtracted from the total amount of the refund.
- No refund is available after the date the class meets for the fifth time.

Liability Policy

While every precaution is taken to ensure the safety of your child, VAI is not responsible for personal injury, damage to or loss of property during, before, or after class, at the school, at off site locations, or in transit.

Parents Guild Policy

As a non-profit organization, VAI relies on volunteers to help make it the dynamic learning experience that it is. The Guild is the group of volunteers that meet these needs. When a child enrolls in a class, their parents automatically become Guild members. Members contribute 4 hours per semester serving in various ways, such as: driving for field trips, cleaning, making phone calls, modeling for a class, fundraising, helping with student art shows, etc. \$50 may be substituted for each semester's time commitment. For more information about volunteering in the Guild visit the volunteer page on the website.

Student Artwork Ownership Agreement Policy

Many students donate artworks to VAI for its permanent collection or for fundraising purposes. These pieces are designated as such; otherwise all artwork belongs to the individual student that produces it. Students wishing to display their work at community venues or in VAI's promotional materials must have a Media Release Form signed by their parent or guardian and on file in the office. This form can be downloaded from the registration page on the website or a copy can be obtained in the office.