



The Art House
3453 N. Albany Ave.
Chicago, IL 60618

The Art House Policies

The Art House welcomes student artists at varying stages of development and strives to be flexible and to meet each student's needs while maintaining the structure necessary to function professionally; in cases where unplanned or anticipated issues arise that impact attendance/participation in classes/workshops/sessions, the below policies will apply:

Please Note: Full payment secures registration to any Art House event/course. A \$100 minimum deposit is required at time of registration for students requesting payment plans. Payment plans must arrange to complete 100% of course registration fee by the halfway point of the course.

Percentages of Gallery Sales:

The Art House does not take a percentage of sales of art works displayed during exhibitions or any other presentation format. The artist is entitled to and will receive 100% of sale revenues. EXCEPTION: in the instance of juried exhibitions, percentage of sales will be included in the prospectus.

Full Refund Policy:

Any preregistered and prepaid student who decides to drop an Art House class prior to attending the first class date will receive a full refund on the condition that the student provides written notice to the Director via email at Rebecca@TheArtHouse.us at least 14 days in advance of the first scheduled session of the class.

Partial Refund Policy:

Preregistered and prepaid students deciding to drop an Art House course after the course has begun will receive a partial refund when the student notifies the Director via email to Rebecca@TheArtHouse.us within 48 hours from the end of the first scheduled session of the class. Beyond this time frame, students will receive a credit toward a future class, but refunds will not be issued. Credits must be used within 12 months from issuance.

Partial refund amounts will be determined based on the number of classes remaining that the student will not be attending. The total amount for the course is divided equally by the number of classes in the course to determine the cost for each course. Exception: classes that end with an exhibition include fees that do not apply to other courses--partial refund amount for these courses will reflect an equal division of class costs minus an initial \$100 to cover the exhibition costs that apply. Partial refunds will be issued on condition that written notice is made to the Director via email at least 48 hours from the end of the first scheduled class/session.

Preregistered and prepaid students who receive notice that a class, a workshop or event is cancelled can request either a refund or a credit. In the instances where the workshop/event can be rescheduled, pre-registered students from cancelled workshop will be consulted to include their availability in the selection of the new date/time of workshop/event. A student is not obliged to attend rescheduled event and may still request a refund or credit.

Credit Policy for Studio Classes:

Beyond 48 hours of the first scheduled class/session, and in instances where students are unable to complete the course/prepaid number of private lessons (i.e., will miss 50% or more classes) will receive a credit to reflect the number of classes missed. Credits can be used toward one of the following: an alternate course at a later date, private studio visits/instruction, or a workshop at/through The Art House. Credits unused within a twelve (12) period from original date of payment will expire.

Policy for Individual Lessons:

24 hours notice is required for cancellation or rescheduling of prescheduled private lessons. In cases where less than 24 hours notice is provided, the student will be charged the full amount for the scheduled session. Prepayments for more than one private session will be refunded if requested within 48 hours from the first attended session. Refunds will not include the attended session. Cancellations of prepaid lessons after 48 hours of the first scheduled/attended lesson are eligible for credit only. In cases where students received promotional discounts for prepaying/scheduling private lessons, only the actual amount paid will be transferred toward a credit/refund. Credits may be used toward future private lessons or enrollment in a studio class at The Art House. Credits must be used within 12 months from issuance/date of student notifying Director of their intent to cancel.

Promotional Discounts:

When promotional discounts are offered, only students who preregister and prepay in full for the course/series of private lessons are eligible.

By registering/issuing payment for course/individual instruction, you agree to the policies described in this document.