



The Art House

3453 N. Albany Ave.

Chicago, IL 60618

The Art House Payment, Refund and Credit Policies

The Art House welcomes student artists at any stage of development and strives to be flexible and to meet each student's needs while maintaining the structure and scheduling limitations necessary to function professionally.

Full payment is generally required upon registration for any Art House studio course ("Course"). For students requesting payment plans a \$100 minimum deposit is required at time of registration. Payment plans will require payment of 100% of the Course registration fee no later than the halfway point of the course [**and a prorata payment before each Class**]. When promotional discounts are offered, only students who preregister and prepay in full for the Course or series of private lessons are eligible for such discounts.

If a student misses a class, workshop or other instructional session with respect to a Studio Course (each, a "Class") or decides to withdraw from a studio course or series of private lessons the policies set forth below apply to refunds or credits in respect of a student's prepayment for a studio course or private lessons. For purposes of determining the amount of any requested refund or credit an equal portion of the total registration fee or prepaid amount will be allocated to each Class or series of prepaid individual lessons. The refund or credit will be equal to the amount prepaid less the portion of the registration fee or prepaid amount allocated to the Classes previously completed (whether or not attended by the requesting student) less \$100 for any Course ending in an exhibition. Except as specifically set forth below, no refunds or credits will be issued, except as otherwise determined in the Director's sole and absolute discretion.

[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. EXCEPT in the case of juried exhibitions, in which case a percentage of the sale price will be retained in the amount set forth in the exhibition prospectus.] [This section should be somewhere else on the website.]

Full Refund Policy for Studio Courses:

Any registered [**and prepaid**] student who decides to withdraw from a Course prior to the date the first Class is scheduled will receive a full refund of the registration fee [**or deposit**] provided that the student provides prior notice of such decision to the Director via email at Rebecca@TheArtHouse.us ("Email Notice") **no later than 14 days prior to the date of the first Class.**

Partial Refund Policy for Studio Courses:

Any registered [**and prepaid**] student who decide to withdraw from a Course after the Course has begun will receive a partial refund of the registration fee provided that the student provides Email Notice **no later than 48 hours after the end of the first Class.**

No withdrawing student will be eligible for a refund unless the notice of withdrawal from a Course is received within 48 hours after the first Class.

Registered and prepaid students who receive notice that a prepaid Class is cancelled or rescheduled will be entitled to either a refund or a credit. If a student desires a refund, such refund requested by email notice to the Director no later than 48 hours prior to the rescheduled Class. If a Class can be rescheduled, registered students will be consulted to determine their availability, and such availability will be considered in the selection of the new date/time for the Class. A student is not obliged to attend rescheduled Class and will receive a refund for the rescheduled Class if a request for a refund is made by Email Notice within the time period set forth above. If no refund is timely requested and such student does not attend the rescheduled Class, such student will receive a credit which can be used in accordance with the policy for credits set forth below.

Refunds will be made no later than [**30**] days after request if such request is made in accordance with the terms of this policy.

Credit Policy for Studio Courses:

If a student decides to withdraw from a Course and is not entitled to a refund, then if such student gives Email Notice of withdrawal **before more than fifty percent (50%) of the Classes scheduled for such Course have been completed**, such student will be entitled to a credit for each Class which is scheduled after the date of such Email Notice. Credits can be applied to fees for one of the following: Courses offered at a later date, private studio visits/instruction, or a workshop at/through The Art House. Credits unused within twelve (12) months after the date of the applicable prepayment will expire.

Policy for Individual Lessons:

Prepayment by 3 calendar days prior to scheduled lesson is required for all private lessons. Email Notice **at least twenty-four (24) hours prior to a prescheduled private lesson** is required for cancellation or rescheduling of a prescheduled private lesson. **If timely Email Notice is not given the student will be charged the full amount of the fee for the scheduled lesson.** If timely Email Notice is given, the student will be

entitled to a refund of the prepayment for such prescheduled lesson. The prepayment for a series of private lessons will be refunded if Email Notice is given **no later than 48 hours after the first scheduled/attended private lesson**. The amount of any refund will not include the fee for the attended session. Cancellation of prepaid lessons more after 48 hours of the first scheduled/attended lesson are eligible for credit only. If a student received promotional discounts for scheduling private lessons, only the actual amount prepaid will be transferred eligible for a refund or credit. Credits may be used for future private lessons or enrollment in a studio class at The Art House. Credits must be used within 12 months after the date of the Email Notice canceling the private lesson or series of private lessons.

By registering/issuing payment for a Course or any private lesson, the student shall be deemed to have agreed to the foregoing policies.

©The Art House 2017