



## TERMS AND CONDITIONS

Welcome to The Art and Sole Academy!

In order to ensure that our students have a wonderful experience in our studio extensive preparations are made in advance. All supplies and materials are purchased, instructors are scheduled, and their class curriculum thoughtfully composed. It is for these reasons the following policies are in place. By booking one of our workshops and/or services you are agreeing to the following terms and conditions:

### RULES & REGULATIONS:

- Classes start and end promptly.
- Our studio doors will open 10 minutes before your workshop start time. Please note: We have sessions scheduled back to back and therefore we do to have the space to accommodate early arrivals. Should you arrive at our location early there are a variety of coffee shops, restaurants and grocery stores next door.
- Students will be asked to start cleaning up 15 minutes before the class end time. Students are expected to make sure their stations are left as found and leave on time.
- Our workshops offer a creative and collaborative environment in group settings. For discreet projects, please consider booking a private session or studio intensives.
- Throughout the duration of your workshop, you may be photographed,

filmed and/or videotaped. They may be used for marketing purposes and/or social media purposes for The Art and Sole Academy platforms. Please contact us in advance if you would like to specifically opt-out of the photographs.

- Throughout the duration of your workshop students may leave their equipment and supplies with your name on it in our designated work in progress shelf.
- All work will be discarded if not claimed within two weeks of your class end date.
- The Art and Sole Academy reserves the right to refuse service, to charge student for damaged studio property, and is not responsible for students' lost or damaged property.

## REGISTRATION:

- Full payment must be made for all workshops and services before the commencement date.

## CANCELATION POLICY:

- All workshops, events and services are non-refundable due to the planning, sourcing and scheduling that takes place in advance.
- In order to be eligible to transfer into another time slot or to receive studio credit our studio requires 48 hours notice for any cancellations. Students who provide less than 48hrs notice prior to the class will automatically forfeit their workshop fee.
- We do not offer any transfers, exchanges or credits for missed classes. In lieu of attending the workshop, you can choose to find a friend to fill

your seat, but must notify us in advance with the name of your substitute before the start date.

- The Art and Sole Academy reserves the right to cancel programming or workshops at any time and will notify students via email. In the rare event of a cancellation students will have the option to choose between a full refund, transfer or studio credit.

- Private Group Classes and Venue Rental: A 20% processing fee will be applied to group classes that are cancelled more than two weeks before the select date. Any cancellations less than 2 weeks prior to the class are non-refundable.

- Gift Certificates are non refundable and are valid for (1) one year from the date of purchase.

### **CLASS MAKE-UP POLICY:**

- If a student misses a single class in a series or a portion of a class, The Art and Sole Academy and its instructors are not responsible for make-up sessions. Students should inform their instructor as soon as they are aware of a session they will miss to discuss their options.

### **DROP IN SESSIONS:**

- Should students require more time to complete their projects after their select workshop students are welcome to return as a drop in student with a fee of \$25/hr.

- A variety of drop in date options will be provided to you at the end of your workshop. Please note: Drop in availability may be subject to change between the time given and the time you check back in to confirm as these session are scheduled during other workshop time slots and

therefore depend on enrolment numbers. Please email us at [contact@artandsoleacademy.com](mailto:contact@artandsoleacademy.com) to confirm your attendance and availability in the studio.

### **DISCOUNTS & COUPONS:**

- All discounts and coupons are nontransferable, limited to single use, and cannot be used in conjunction with any other discount or offer.

### **CHANGES TO THESE TERMS AND CONDITIONS:**

- The Art and Sole Academy reserved the right to change these Terms and Conditions without prior notice at any time.