

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.
- 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.
 - Any booking can be cancelled within 24 hours due to insufficient registrant numbers.
- Students are permitted to transfer their enrolment to another course within the first week (if there is room available in the class). A transfer administration fee of \$20 will be applicable after this time.
- All administration fees after week 1 will be \$20
- 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 for the registrant when you apply for a refund or credit.
 - 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 or transfer part way through the term and pay non-member pro rata rate for that class if there is availability in the course.
- All credits are only valid for 1 year.

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.