

Quinlan Visual Arts Center - class and workshop payment policy

Workshop Policies and Procedures

A workshop is a unique opportunity to study with a modern master, a professional artist that is sharing their expertise with devoted students. All skill levels are welcome to attend, however, it is assumed that students enrolled in a course at this level will have a basic understanding of the rudiments of the medium. There are between 18 and 30 students enrolled in each workshop and one teacher. There is plenty of room and ample opportunity for individual instruction if you are adequately prepared.

Deposits

A non-refundable deposit of one-half the total enrollment fee is required at the time of registration to secure a place in the workshop. They are however transferable. (*see Fee Transfers*)

Balance

The balance is due one (1) month prior to the workshop start date. Any additional model fees, if applicable, are also due at this time. Reminder e-mail letters will be sent to students at the time payment is due.

Fee Transfers

Deposit fees are transferable to another workshop if intent to withdrawal is made *at least* one month prior to the beginning of the class. (A \$10 transfer fee will apply.) Fees may be transferred **one time only and must be redeemed by December of that calendar year**. Enrollment numbers determine whether or not a class will proceed, deposit amounts and course fees will be forfeited if intent to withdraw or transfer is given less than one month prior to the class start date. Withdrawals made less than one month before the commencement of the course are considered a **cancellation** and will not receive refunds or transfers of course deposits.

Other suggestions to insure that your workshop experience is a positive one:

Please provide the following, as necessary: Lights and extension cords, and easels. The Quinlan has a limited number of these items. Arrangements to borrow lights and easels may be made in advance by out of town participants only on a first come first served basis. Specific still life objects including but not limited to pottery, fabric drapes, fruit, and other *objets d'art* that you wish to paint. We have received a donation of many artifacts from Roseta Santiago to use in still life set up. Supply lists are posted for your convenience on this web site, please try to come prepared.

For fine art supplies, we recommend Pen Dragon Fine Art Supply, located on studio level at the Quinlan Visual Arts Center and Binders Art and Frame located in Atlanta.

Limited supplies can be purchased at the local Michael's, Joanne Fabric, Wal-Mart, Office Depot, and Office Max.

At the end of the workshop week, please be sure to dispose of all personal items and perishable still life items, such as fruit and flowers, in the waste receptacles provided in the studio.

All of the above information can also be found on our website: www.quinlanartscenter.org