

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, unless indicated in the workshop description. 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 8 and 20 students enrolled in each workshop. There is plenty of room and ample opportunity for individual instruction if you are adequately prepared.

Workshop 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 if the workshop is more than a month away. They are however transferable. (*see* Fee Transfers) If the workshop is less than a month away the non-refundable, non-transferable full payment is due.

Workshop Balance

The balance is due one (1) month prior to the workshop start date. Reminder e-mail may be sent out but it is the student's responsibility to make the final payment by the due date.

Class Payments: Full payment is required at the time of registration.

Cancelation & Transfers

Payments are transferable to another workshop/class if intent to withdrawal is made at least one month prior to the beginning of the workshop/class. (A \$15 transfer fee will apply.) Payments may be transferred **one time only and must be redeemed by December of that calendar year in which you enrolled.** Enrollment numbers determine whether or not a workshop/class will proceed, all payments will be forfeited if intent to withdraw, or transfer is given less than one month prior to the workshop/class start date.

Cancelations by the Instructor or the Quinlan

Payments will be fully refunded. If your enrollment was a transfer from a previous workshop then the payments will not be refunded but you will still have the option to transfer to another workshop/class within the calendar year. You will not be charged a second transfer.

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 our web site, please try to come prepared.

For fine art supplies, we recommend Pen Dragon Fine Art Supply, located in the Quinlan Visual Arts Center Gift Shop on the main level.

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.qvac.org