



Ku-ring-gai Art Centre

A Bancroft Park 3 Recreation Ave, Roseville NSW 2069

T 02 9424 0310 E artcentre@kmc.nsw.gov.au

Fb [@kuringgaiartcentre](https://www.facebook.com/kuringgaiartcentre) W krg.nsw.gov.au/artcentre

Adults Terms and Conditions

Bookings - General

- All Art Centre classes can be subject to change.
- Hardcopy and electronic programs may at times not be up to date. Please check website or contact the Art Centre for most recent scheduling.
- It is the responsibility of the person making the booking to read the Terms and Conditions. This includes bookings made online, in person and over the phone.
- No shared bookings. Only students enrolled may attend the course.
- Cost of bookings made after week 3 are prorated and will incur a \$25 late fee.
- Term 1 bookings enable ALL students to enrol at the same time - first in first served basis.
- **Art Materials are not provided for Adults.** A link to a list of 'what to bring' is in the booking confirmation email and class bookings page or contact the Art Centre.
- Council has the utmost regard for the safety of our students, staff and the community. Participants need to be able to manage their own transport and mobility. Tutors and staff are unable to assist (this includes phoning taxis, assisting with walking and lifting into vehicle).
- **All students, tutors and visitors are to follow COVID-19 social distancing, hygiene instructions and signage provided by Council and Art Centre staff. See COVID-19 Precautions Below**

Transfer/Refunds

- Please choose carefully as fees are non-refundable.
- Ku-ring-gai Art Centre cannot accept responsibility for changes to students' personal circumstances that prevent attendance.
- Transfers only permitted during the same term provided places are available (1 transfer per term only).
- No transfers after week 3 are permitted.

Absenteeism

- Classes missed for personal reasons are the student's responsibility and are non-refundable.
- Students are not entitled to discounts or 'make-ups' in their own or other classes if they miss a class.
- In the event of a tutor being unable to take a class, a replacement tutor will be organised. In the case of a tutor not being available, you will be advised of a replacement class date.

Class Cancellations

- Enrolments should be made at least 1 week prior to commencement of either a workshop or beginning of term to avoid class cancellation due to low numbers.
- Courses may be cancelled if enrolment numbers are too low. If this occurs, students will be advised by phone and emailed prior to class commencing.
- Ku-ring-gai Art Centre does not offer refunds or transfers if a class is cancelled due to a tutor being ill or away. A fill-in tutor will be arranged, and if not possible, a make-up class will be scheduled at the end of term.
- Ku-ring-gai Art Centre reserves the right to change tutor/class dates - no refunds for change of mind due to tutor replacement or make-up classes.



Ku-ring-gai Art Centre

A Bancroft Park 3 Recreation Ave, Roseville NSW 2069

T 02 9424 0310 **E** artcentre@kmc.nsw.gov.au

Fb @kuringgaiartcentre **W** krg.nsw.gov.au/artcentre

COVID-19 Precautions

- If you feel unwell and/or have any symptoms of COVID-19 please do not visit the Art Centre nor attend classes.
- If you have come into contact with a confirmed case of COVID-19, or have been to a confirmed COVID-19 case location or hotspot in the last 14 days prior to your class, please do not attend classes. NSW Health states that you must continue to self-isolate for 14 days since exposure (if you have been exposed), even if you receive a negative test result. It is recommended that you also seek immediate medical advice.
- If you have been tested for COVID-19 within the 14 days prior to your class, you must inform Art Centre staff immediately and email your result to artcentre@kmc.nsw.gov.au
- Art materials are not to be shared amongst students and tutors.
- All students, tutors and visitors must follow COVID-19 physical distancing regulations, hygiene instructions and signage provided by Council and Art Centre staff.
- Each student must **sign a disclaimer form** at the **START** of each class.
- Each student must use their mobile device to scan the QR code to check in to the Art Centre (via Services NSW app). A manual option to sign in will be available if a student's mobile device cannot check in.
- If COVID-19 restrictions change and the Art Centre has to revert back to smaller class sizes (8 students in Studios 1, 2 and 3 classes; 6 students in Pottery Studio classes) please note that by agreeing to the Terms and Conditions that you also agree that if you are the last 4 students to enrol in this course, up to 4 of those bookings will be cancelled and refunded.

If you have any questions please email artcentre@kmc.nsw.gov.au or phone the Ku-ring-gai Art Centre on 9424 0310.