



Gemini School of Visual Arts & Communication  
501 Prize Oaks Drive  
Cedar Park, Texas 78613

**DIPLOMA IN VISUAL ARTS AND COMMUNICATION**

**Application**

*This Application form must be completed in full and a passport size photo attached. It should accompany the applicant's folio, which should include selected samples reflecting the complete range of their ability in drawing and painting.*

Name.....

(First name) (Middle name) (Last Name)

Permanent Address .....  
(Street) (City) (State) (ZIP)

Email Address .....

Telephone ( ).....Social Security Number .....

Date of Birth ..... Nationality .....

Parent or Guardian's Name .....  
(First name) (Middle name) (Last name)

Address.....  
(Street) (City) (State) (ZIP) (Telephone)

Name of High School.....Year of Graduation .....

Address .....  
(Street) (City) (State) (ZIP)

GED..... Date of Award .....

Previous Art Training .....  
(give dates) .....

Additional Interests: .....

Have you visited the Gemini School?..... Date visited .....

Date Training will begin .....

Self Evaluation questionnaire: Please answer the following questions in your own handwriting on a separate sheet of paper:

- a) Write a few lines about yourself
- b) Name your best qualities
- c) Name your weak points
- d) What attracts you to become an illustrator?
- e) What do you expect Gemini School of Visual Arts & Communication to give you?
- f) What are your ambitions?

## Enrollment Agreement

Tuition and Fees:

4-Year Diploma in Visual Arts & Communication (12 trimesters – 3600 hours)

	<u>Payment per Term</u>	<u>3 Terms per year</u>	<u>Yearly Tuition</u>	<u>Hours</u>
Per year	\$ 7,333.35	300 hrs.	\$ 22,000.00	900 hours
One time Registration fee			100.00	
<b>Total Tuition for Program</b>			<b>88,100.00</b>	3600 hours

**Sufficient Art materials to complete the course will be supplied by the School.** As the use of Art materials differs from one student to another, once all supplied materials are exhausted, students will be financially responsible for purchasing supplementary materials. Photographic equipment and photographic material is not included in the Tuition, and has to be bought separately. Each student will be supplied with details of photographic equipment required before photography classes start. Typically, students will be required to purchase a camera and accessories. As a rough guide, the estimated expenditure for this equipment is between \$850 and \$1000. Students must also be prepared to spend approximately \$40 to \$60 per year for the cost of consumables in Photography (printing paper, inks etc.) and approximately \$250 to \$350 in their last year for their graduation package which includes: portfolio, hire of graduation gown, purchase of graduation tam, and diploma.

Payment of yearly tuition is divided into three equal installments **payable in advance, on June 1<sup>st</sup>, November 1<sup>st</sup> and March 1<sup>st</sup>**, unless all tuition and fees that are due have been paid. Gemini School accepts cash, personal checks, business checks or certified funds. Visa and MasterCard are only accepted via PayPal. PayPal charges a fee of 2.9% + \$0.30 which will be added to the invoice. There are no interest charges. Students who do not make payments in a timely fashion risk losing their place.

Financial Student Aid is paid twice a year: fall award payment at the beginning of the fall term, spring award payment after 450 hours, usually at the spring half term break.

### BUYER'S RIGHT TO CANCEL

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

**Please** do not sign this enrollment agreement before you read it in its entirety. You will receive a copy of the agreement you sign.

I hereby authorize Gemini School of Visual Arts & Communication to receive a copy of my high school and/or college transcript. I hereby authorize Gemini School to release my information to:

Parents       Employers       Spouse

I have received a copy of the School Catalog. I have toured the facility and equipment. I have read and understand all 4 pages of this agreement and I have a copy for my records. (Parents must also sign if applicant is a minor).

I understand this agreement is not binding until accepted in writing by the Gemini School of Visual Arts & Communication.

Student Signature ..... (Date)

Parent/Guardian Signature ..... (Date)

Authorized School Official ..... (Date)

Date Received .....

A registration fee of \$100 (one hundred dollars) is to be submitted with this Application and Enrollment Agreement.

## **Refund Policy**

- 1) Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
- 2) The effective date of the termination for refund purposes will be the earliest of the following:
  - a) The last day of attendance, if the student was terminated by the school;
  - b) The date of receipt of written notice from the student; or
  - c) Ten school days following the last date of attendance.
- 3) If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter the school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program.
- 4) If a student enters the program and withdraws or is otherwise terminated after the cancellation period, the school may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (i.e. the refund is based on the precise number of hours the student has paid for but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due.)
- 5) Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
- 6) A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) An enrollee is not accepted by the school;
  - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

## **7) Refund policy for students called to active military service.**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.
- 8) The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days after the effective date of termination.

**General Information**

*Suspension or Expulsion from School.*

The School Director reserves the right to ask for a pupil to be removed from the School or temporarily suspended for the following reasons:

- a) If it should be found that a student does not respond to training; or
- b) If attendance is poor in violation of the policy for attendance; or
- c) For misbehavior or willful damage to property or persons; or
- d) For causing disturbance to fellow students, preventing them from concentrating on their work; or
- e) For breach of school rules and regulations.

*Course Withdrawal.*

Under Texas Education Code, Section 132.061 (f) a student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

*Student's Artwork (Rights and Copyrights).*

- 1) Each student will be asked to leave five (5) original pieces of Artwork of the School Director's choice to be retained in the School's archives. Students will execute a separate document conveying all rights in and to such chosen pieces to Gemini School. Gemini School, as grantee shall be entitled to use such Artwork free of any obligations to give credit or attribution to the student as author of such works, or to protect the integrity of such works.
- 2) Students retain copyright to all 2D, 3D and Electronic Artwork created at Gemini School except for the five (5) pieces chosen as provided under Section 1) above. Students grant a nonexclusive license to exhibit, display, reproduce, or adapt these works at the discretion of the Gemini School. Works left on the premises at the end of the course may be removed or destroyed at the discretion of the School Director.
- 3) Students will assemble a complete photographic and/or digital portfolio of their work in color and black/white during the last year of their training to be used to demonstrate their work to prospective employers and clients.
- 4) Gemini School of Visual Arts & Communication reserves the right to reproduce student Artwork in its written materials and advertising, and any publications written about the School or its owners without obligation to identify the student as creator of the original Artwork.
- 5) Gemini School also reserves the right to take and use photographs of students engaged in School activities for any purpose related to the business of the School or its owners, including publication in any articles or advertisements without the prior authorization or permission of the student.

**NOTICE**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED THE AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION,  
CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.**

**EFFECTIVE 01-01-2017**