

Young at Art

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www.yaainc.net

Monthly Payments: Invoices will be emailed no later than the 23rd (of the month prior) for the next month's tuition. **Payment is due by the 1st of month.** If your bill is not paid by the 1st of the month and you attend your first class, a late fee/non tuition rate will be assessed. Late fees are 20% of the tuition and are assessed and sent on the 5th. Because we do not maintain records of credit card numbers, there is no recurring payment. It is the client's responsibility to notify YAA if you have not received an invoice for your tuition. If you have any questions or issues with invoices please send us an email immediately.

Enrollment Cancellation: If you need to cancel a student's enrollment please notify us PRIOR to receiving the next month's invoice. If YAA has not received a notice of cancellation of the student's enrollment by email, you will be responsible for up to one month's tuition, regardless of the attendance. **Please, do not leave verbal or written messages with instructors or other personnel.**

Note: If you cancel a student's enrollment, please make sure to take artwork and/or portfolio. YAA cannot be responsible for any artwork left for more than 30 days.

Absences:

Unexcused: An unexcused absence is when the student does not show up to class and we do not receive notification by email at least 2 hours prior to the start of class. **If the absence is unexcused, it is not eligible for make-up and you will not be credited for the class.**

Excused: An excused absence is when we receive notification by **email at least 2 hours before the start of class that the student will not be attending.** Excused absences are eligible for a make-up within 60 days from the missed class. Please email us when you would like to do a make-up or to inquire about alternative class days/times.

Note: In order to schedule a make-up, your invoices must be paid and up to date.

Safety: For student safety, we ask that they remain indoors after classes to await pick-up, and ask that all students be picked up promptly after class. Unless prior arrangements are made and on record, students will only be released to their parents/guardians.

Late Pick-Up: A late pick-up fee will be applied for students picked up more than ten (10) minutes after the end of their class. Parents that are consistently late (including the first 10 minutes) will be charged a late fee.

Behavior: YAA will not tolerate inappropriate or disruptive behavior from any student. Students' actions and/or behavior that is deemed inappropriate, will result in immediate contact to the parent/guardian. Parents will be responsible for picking up their child immediately. Significantly inappropriate behavior could result in the student being unenrolled. Students that have been unenrolled under these circumstances will not receive credit/refund.

Note: It is the parent/guardian's responsibility to inform us via email of changes to address, email and/or phone number.

Please Note: YAA may use some photos of your student's projects, or images of students working. This is strictly for promotional use only. We make every effort not to publish any full facial pictures of your child.

YAA would like to thank you for your business and continued support!

Please PRINT clearly. By signing, you acknowledge that you have read and agree to the above policies.

Adults Signature: _____ Date: _____

CONTACT INFORMATION:

Student(s) Name: _____ Age(s): _____

Parent(s)/Guardian(s) Name: _____

Address: _____ City: _____ Zip Code: _____

Home #: _____ Cell #: _____ How did you hear about us?

Email: _____ ☐ Online ☐ Referral ☐ Walk-in ☐ Other

Please note that all information/rules on this form are subject to change without notice

Start Date: _____ Class: _____ Day/Time: _____