



## 2019/2020 ATELIER STUDENT AGREEMENT

This 2019/2020 Atelier Student Agreement (Agreement) between Gage Academy of Art (Gage) and the above named individual (Student) offers the following terms for entry into the above named Atelier program on **xx/xx/xx**

### Terms of Agreement

- This Agreement becomes effective on the first day of class
- Student selects payment schedule and agrees to make payments according to chosen schedule, attached
- Student pays \$500 non-refundable deposit upon contract completion and submission
- Student abides by all rules and considerations:

### Policies

Student agrees to:

- Attend Atelier studio meetings
- Participate in weekly studio cleaning
- Volunteer in the following Gage events, including preparing studio space for public presentation:
  - Drawing Jam
  - Gala
  - Best of Gage
- To not disturb others when listening to music, etc. the use of headphones is required when in studio space, hallways or other shared spaces
- To not disturb others, phone calls must be taken outside of the building
- Visitors limited to studio within Gage business hours: M – F; 8:00 am – 10:00 pm, S & S; 8:30 am – 5:00 pm
- The use of alcohol (other than Gage sanctioned events) or any illegal substance, anywhere on the Gage Academy of Art or St. Mark's Campus, is strictly prohibited and may result in dismissal from the Atelier program without refund
- Dispose of all solvents, rags and paints, according to Gage safety rules
  - Gage Academy of Art in its normal practice of art, utilizes typical solvents in its art making including, but not limited to; oil paints, charcoal dust, clay dust, solvents for cleaning paint and brushes
  - Gage practices safety and hazard practices surrounding these materials
  - Initial here acknowledging the use of such materials in the facility \_\_\_\_\_
- Student pays the replacement cost of any assigned studio equipment or furnishings should they be lost or damaged
- Do not enter another Students studio space without permission
- No pets are permitted within the studios
- Do not disturb others or use anyone's equipment/tools without permission
- Studio must be cleaned out immediately upon completion of the school year or upon leaving Atelier
- Abide by all building safety and emergency procedures
- Abide by Gage's code-of-conduct, attached
- Models – There is no photography without verbal or written consent from the individual model

- Publicity – Unless otherwise informed, Gage considers photographs/video taken of Students and their artwork to be permissible for publication in Gage, including Gage invited guests, informational and marketing publications, including but not limited to print and digital platforms
- There is no smoking or spraying within 25 feet of the facility

### **Benefits**

- Library – Students may check out any book (not to leave Gage’s facility) in its library and return no later than the last day of the same quarter
- Regular mentoring and critique (group and/or private) session with the Atelier instructor
- Scheduled noon-time professional development seminars such as: Artist’s Tool Kit and Art Talk
- Student receives 10% Discount (must call Registrar to redeem, no prorated discounts accepted) on classes/workshops while active, current Atelier Student (does not apply towards Atelier tuition or Summer Quarter)
- May attend Gage lectures at no cost
- May attend any Open Studios at no cost
- Keys may be obtained for a \$50, refundable deposit,
  - Replacement key is \$50

### **Dismissal, Cancellation & Transfer Policy**

#### **Dismissal**

- Should the Student be unable to satisfactorily advance in their studio practice, the Instructor may schedule, in consultation with the Executive & Artistic Director, a consultation with the Student to discuss their progress and future in the Atelier
- If a complaint is alleged towards a Student arising from inappropriate actions or abuse of the policies outlined in this agreement, the Student, Instructor and the Executive Director will meet to discuss the situation.
  - The result of a meeting may include, but not limited to, a verbal notice, written notice or immediate removal from the Atelier
- Should a Student be removed from the Atelier, any tuition paid to cover tuition past the dismissal date will be calculated and refunded in the manner in which it was paid less any fines, non-returned keys or other incurred expenses; any tuition not paid up to the date of dismissal will be charged with the credit card on file including any outstanding fines, non-returned keys or other incurred expenses

#### **Cancellation**

Students must follow the following steps to cancel/withdraw from their Atelier, failure to do so will incur additional tuition charges (refunds are based on the date of formal, written notice outlined below):

1. Student must speak with their Instructor to discuss reasons for contemplating withdrawing
2. If after meeting with the Instructor with no resolution and the Student wishes to withdraw, the **Student must notify, in writing via email, the Registrar and the Instructor, of withdrawal from Atelier INITIAL \_\_\_\_\_**
3. When a Student provides written notice of their withdrawal, a fee of \$1,250 will be; deducted from tuition owed to student or charged to the Student’s credit card on file **INITIAL \_\_\_\_\_**
4. If a Student fails to attend class, Gage will assume the Student has withdrawn from the Atelier and accepts the \$1,250 cancellation fee

Transfer

Fees for transferring between Ateliers and/or SAI:

1. Transfer within first 2 weeks of first day of the Academic Calendar: \$125
2. Transfer after 2 weeks and before 2<sup>nd</sup> quarter begins: \$750
3. Transfer after 2<sup>nd</sup> quarter begins: \$1,200
4. **All transfers must be submitted in writing to the following individuals:**
  - a. Registrar
  - b. Outgoing Instructor
  - c. Program Director
5. **In addition to #4 above, all transfers into a new atelier must have written approval by the incoming instructor submitted to:**
  - a. Registrar
  - b. Program Director
6. Any Transfers require a new contract with any applicable payment revisions

Fees

A \$50 fee will be assessed per each instance of a NSF Checks, Declined Credit Card or late payment

**Policy Violation**

Student understands that violation of the above policies may result in removal from the Atelier and would be subject to any fees outlined above.

**Due Dates**

Deposit & Contract

Returning Students **XX/XX/XX**

New Students **XX/XX/XX**

