

# THE PASADENA ATELIER art studio

440 Mercury Lane, Pasadena, CA 91107

626-319-4863; [jfmarts@sbcglobal.net](mailto:jfmarts@sbcglobal.net)

[www.ThePasadenaAtelier.com](http://www.ThePasadenaAtelier.com)

## ENROLLMENT AGREEMENT

Student Name: \_\_\_\_\_

**WELCOME!** Thank you for becoming an art student at The Pasadena Atelier art studio (TPA). The following are the student guidelines. Please read each guideline carefully. If you have any questions don't hesitate to ask the studio manager to clarify. Initial where indicated to show you have read, understood and agree with each guideline.

### CLASS SCHEDULING:

You can select any class time provided there is space available. Once chosen, this will remain your regular class time each week. Class size is limited and will be filled based on first come first served basis. Your space in class is not considered reserved until tuition is paid. \_\_\_\_\_ Initial

### TUITION PAYMENT:

Payment is due in the beginning of the month on the first regular scheduled class. TPA will not bill you each month. Should you forget to make payment on the first regular scheduled class, you will receive an email reminder. Payment is accepted in the form of a check or cash. \_\_\_\_\_ Initial

### MAKE-UP FOR MISSED CLASS:

In the event that you must miss your regular scheduled class, the following policies are to be strictly enforced:

1. Make-up time is awarded **only** when you have canceled your regular class 24 hours in advance. Cancel by sending an email notification to [jfmarts@sbcglobal.net](mailto:jfmarts@sbcglobal.net) or by texting to **626-319-4863**.  
**Make-up time will not be awarded if you fail to cancel in advance.**
2. You may make-up the missed class **only** within 30 days provided there is room in another class.
3. Make-up classes are scheduled in addition to and not in place of your regular scheduled class.
4. Once scheduled, a make-up class **cannot** be rescheduled. \_\_\_\_\_ Initial

### PROMPTNESS:

Please be on time for class. Late arrival does not signify late departure or class extension. All students shall be picked up at most within 10 minutes after end of class. \_\_\_\_\_ Initial

### PHOTOS:

We occasionally photograph students at work in the studio and/or their finished artwork to use for marketing purposes. Please initial to indicate your consent. \_\_\_\_\_ Initial

### PARKING - DROP OFF & PICK UP:

Please be sure NOT to block our neighbors' driveways while dropping off or picking up your student(s). In all cases, please park at curbside and walk to the studio using the sidewalk. \_\_\_\_\_ Initial

**I have read and understand the above guidelines.**

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Parent signature)

\_\_\_\_\_  
(Date)