



TERMS & CONDITIONS

1: NEW CLASSES

1:1

Classes will in future be held on a Friday and Saturday only (times to be confirmed), once a month, or roughly every 4-5 weeks.

1:2

We will publish the dates on which we will be holding the classes, both on the web site and Facebook etc and via email newsletter to current students, at least 1-2 months in advance.

1:3

Classes will be £32 for a 2 hour session. As we will only be holding classes once a month, if you would like to have a longer session, ie 3 or 4 hours at a time, rather than just a basic 2 hour session (providing there is space available), the cost then will be pro rata, should you chose that option.

1:4

When you indicate to us the day/date when you wish to attend, and for how long (be it 2 hours, 3 hours or 4 hours) a PDF invoice will be sent to you, as we do now, with the addition of a time slot for BACS payment, the details for which will be on the invoice as at present. Please use, preferably, the **invoice number as your reference** or at least your name when making the payment not simply "art" or "art class"!

1:5

You will need to pay for your class **on receipt** of the invoice. Once you book a time your payment **secures your place** in the class at that time you requested, and it will then stop others from having that slot. If we have not received your **payment within 24 hours**, the slot will be offered for others to take. As you are all aware, space is at a premium and numbers are limited.



2: NOTICE RE CANCELLATIONS

2:1

In order to make this all work, we need a specific number of you to attend. Therefore, if you cancel, cannot attend or fail to attend, for whatever reason, be it illness, family commitment, or you simply forgot, we will not be able to re-arrange class times and dates (as we do at present). In future, payments, once made will be **non-refundable**; otherwise it would make the whole enterprise unviable, we hope that you understand.

2:2

Reminders will not issued, so, when you receive your invoice, please make a note on your calendars and in your diaries of the date!

2:3

Finally, if we do not achieve sufficient numbers for a scheduled day, we at Novus Studio, reserve the right to cancel or reschedule the class. If you are unable to attend the rescheduled date, a full refund will in that instance be issued to you.