



## **Important Information about our Art Class**

Please find below some important information about enrolling into our art class.

### **Class enrolment, course breaks and billing**

Your enrolment into our art class will be on-going to ensure you always keep your place in your selected class. Courses are run during the school term with a break over the school holidays (please refer to our break periods below). Classes do not run on Victorian Public Holidays.

<b>Break period</b>	<b>Break length</b>
September 22 to October 6, 2024	2 weeks
December 22 to January 19, 2025	4 weeks

At the conclusion of each term, your enrolment will automatically roll over into the following new term until you cancel your enrolment (please refer to our cancellation policy outlined further on). Class fees for the new term will be charged via direct debit with the billing date dependant on your chosen payment method. If paying monthly, your direct debit will continue on the 1<sup>st</sup> of each month. If paying by term up front, your direct debit will be processed four weeks prior to the start of the new term. Our billing is pro-rated so you will not be charged for your classes during break periods or on public holidays.

### **Class requirements and expectations**

Class fees do not include materials. Please ensure you bring along the required materials to your first class. A materials list for your class is outlined on our website.

Please allow sufficient time before the end of class for packing up, putting projects away safely and wiping down the tables. Classes commence and conclude at the times outlined on our website.

As a participant in our art class, it is expected that you will conduct yourself in a professional manner relating to language, temper and punctuality. Please always be respectful to our art teachers, Brighton Recreational Centre staff, fellow students and the facilities and equipment provided to you as part of your program.

### **Cancellation policy**

You can cancel your enrolment at any time by submitting an [enrolment cancellation form](#) to Brighton Recreational Centre. Enrolment cancellation requests must be received at least 7 days prior to your next billing date to ensure that you are not charged for future classes. Please refer to our cancellation cut-off dates below.



Monthly billing date	Cancellation cut-off date
Sept 1, 2024	Aug 23, 2024
Oct 1, 2024	Sept 23, 2024
Nov 1, 2024	Oct 23, 2024
Dec 1, 2024	Nov 23, 2024
Jan 1, 2025	Dec 23, 2024

Term billing date	Cancellation cut-off date
Term 4 2024 Monday 9 September 2024	Monday 2 September 2024
Term 1 2025 Monday 9 December, 2024	Monday 2 December 2024

Should a singular class be cancelled by Brighton Recreational Centre, you will be issued with a class credit for the cost of the individual class which will be applied against your next billing instalment.

Should the Brighton Recreational Centre decide to remove a class that you have enrolled in from our timetable due to a lack of enrolments, fees will be refunded in full and paid via direct transfer.

### **Missed class policy including Injury/Illness**

As your enrolment is considered on-going and we ensure you always keep your place in your selected class, Brighton Recreational Centre do not provide refunds, credits or make-ups for missed classes unless there are significant extenuating circumstances. Under such circumstances, a [class credit application](#) must be made, and the acceptance or rejection of the application is solely at the manager's discretion. For classes missed due to injury or illness, a medical certificate is required, which must be provided within one week of the 'start' date indicated on the certificate. The certificate needs to state the 'date to date' of absence and how this injury/illness directly affects your ability to participate. A class credit application for absence due to illness/injury will only be considered if you have missed 2 consecutive weeks due to the illness/injury. If your credit application is accepted, you will be issued with a class credit (maximum of 2) which will be applied against your next billing instalment. Absence due to other commitments, camps or holidays do not warrant a class credit and will not be considered.

If you have any further questions regarding enrolling into our art classes please do not hesitate to contact the Brighton Recreational Centre on 9592 3033 or via email [enquiries@brightonrec.com.au](mailto:enquiries@brightonrec.com.au).