

Hazelhurst

Refund Policy & Terms and Conditions of Enrolment

It is a condition of your enrolment and participation in a Hazelhurst Art Centre class that you comply with all applicable Hazelhurst | Sutherland Shire policies and procedures, inclusive of Refund Policy & Terms and Conditions of Enrolment, which are published or advised to you from time to time, including those relating to student conduct. Any reference to 'student' in those policies and procedures are taken to be a reference to you or the child being enrolled as the student.

Conditions of Enrolment

All students are required to participate in and sign off an annual studio induction in first session of term class.

Accessibility Hazelhurst is an accessible building and practises inclusivity in art classes. If the student requires extra support to enhance the learning experience, please contact reception on 85365700 or email hazelhurst@ssc.nsw.gov.au before enrolling in a course.

1. Enrolment is not complete until the full-term fee has been paid. Spaces cannot be reserved.
2. Enrolments are not transferable and 'make up' classes are not provided.
3. An Information Register Form signed by a parent or guardian is required for students under 18 years of age.
4. Children and teens must be enrolled in the class that corresponds with their school grade.
5. Closed in shoes must be worn for all classes & PPE must be worn as directed by the Hazelhurst staff.
6. Students are only to enter the studios in presence of the teacher and/or Hazelhurst staff.
7. All adult students must take works home at the end of class. **NB** Not applicable to ceramics
8. All ceramic works and clay bodies must be removed from studio 3 at the end of each term.
9. Hazelhurst Arts Centre and Sutherland Shire Council will not be liable for any loss or injury to person or property, (including artworks) incurred whilst attending classes at Hazelhurst.
10. Gift vouchers are valid for three years from date of issue. Gift vouchers cannot be exchanged for cash.

Student Conduct

Hazelhurst Arts Centre is a valued community space and we require students to treat fellow students, teachers and Hazelhurst staff, as well as their shared environment, respectfully. We will not tolerate discrimination based on age, race, sex, gender, sexuality, marital status, physical or intellectual disability, or religion.

1. Students must act honestly and treat others with respect, fairness and courtesy at all times.
2. Students must not engage in inappropriate behaviour which may offend, embarrass, threaten or harm others.
3. Students will comply with all applicable laws and lawful directions of Hazelhurst Arts Centre staff.
4. If any student breaches obligations, including any applicable policy and procedure, Hazelhurst Arts Centre may cancel student enrolment with no refund of the fees.

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Hazelhurst Arts Centre reserves the right to cancel or makes changes to the location and tutor of any course.

1. Hazelhurst Arts Centre may cancel or reschedule classes at any time in its absolute discretion, including where there are insufficient enrolment numbers.
2. If Hazelhurst cancels or reschedules an art class, students will be notified with as much notice as is reasonably practicable in the circumstances. A full or part refund will be offered.
3. No refund or credit will be given on course bookings unless course is cancelled, or a wait-listed participant can fill the vacated space.
4. A refund may be considered if for medical reasons a student is unable to attend the term. Medical certificate required.
5. Any refund agreed to will be credited back to the card used for original payment.

Ceramics & Sculpture

1. Hazelhurst is a busy community ceramic studio, we recommend to students producing works requiring specific firing to consider other specialized firing facilities.
2. Each class is allocated an ID letter, please stamp or inscribe this letter on the base of your work to allow fired work to be placed on the correct class shelf. This minimizes handling of works.
3. Works not marked with class ID letters will be placed on the unidentified shelf.
4. Unclaimed fired or unfired works will be disposed of at the end of week 2 of the following term.
5. **Works are not permitted** to be taken home to complete, unless by prior arrangement with the Art Centre Coordinator.
6. External glazes and clay are not permitted in ceramic classes. Clay bodies are available for purchase on site.
7. Clay storage tubs are allocated to each class. Any extra bags may be stored in the external black bin.
8. Clay bodies are to be taken home at the end of term. Remaining clay will be added to the reclaimed clay.
9. Maximum sizes of works for firing are:
 - Adults: 3D works 30 x 30 x 30cm or flat works 30 x 40cm
 - Children and teens: 3D works 20 x 20 x 20cm or flat works 20 x 30cm
10. While all care is taken, Hazelhurst Arts Centre is not responsible for a work cracking, breaking, exploding or any other type of unsatisfactory result after firing.

For any further information or details please contact the Hazelhurst Arts Centre administration desk. 02 8536 5700 or hazelhurst@ssc.nsw.gov.au