



## SCHOOL RULES AND POLICIES

# 亚洲美术工作室教学规则

From September, 2013 to June 1, 2014

- A 10% discount applies to students who pay tuition for the entire academic year of classes before August 31, 2013.
- The deadline for the regular payment plans is the first day of class.
- The tuition is not refundable. A student may make up a missed class only during the same semester or academic year that has been paid for. *Please see tuition and materials fees via this link.*
- Please park 100 feet or more away from 80 Springfield Drive in order to avoid traffic congestion and to ensure safety. We encourage parents to park on Ocean Avenue.
- AAS regards the well-being of its students as primary. AAS implores parents to drop off and pick up their students at the agreed times since the studio is not staffed to supervise children outside of the instructional area and time.
- If a class or group has a special interest that demands an alteration in the content of the class, the teacher has the authority to change the requirements for class materials to adapt to such changes in course content.
- There will be field trips for landscape and architectural drawing or for other course work.
- During the Bridge Art Competition and the annual AAS exhibition, some classes will be moved to other days and times.
- The materials fee only covers basic classroom materials. Oil painting classes will require an extra materials charge.
- Reference books will be shared in the classroom. They cannot be taken out of the school.
- Classroom instruction will end 5 minutes before the end of a 1-hour class and 10 minutes before the end of a 2-hour class. The exception is for those evening classes in which a tea break is incorporated into the class time.
- If a student cannot attend a scheduled class, he or she must notify the school at least 24 hours in advance in order to receive a credit toward a class at another date and time.
- Each month of instruction from October to May will be dedicated to an artist of historical importance. This artist's work will be given special attention in the basic classes.