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**HSC VISUAL ARTS & SENIOR ARTS TUTORING TERMS AND CONDITIONS**

Please read the following carefully before completing the enrolment form:

**Enrolment**

Please complete the enrolment form and forward to:

Email: gotmcreative@gmail.com

**Tutoring Fees**

$280 for 4 sessions

$80 for a single session

**Payment**

Payment is by direct deposit, please pay fees into the following account

Account Name: Jennifer O’Brien T/A Gardens of the Mind

Bank: Australian Mutual Bank

BSB: 611100

Account No: 062033379

**Cancellation and Refunds**

Cancellations of tutoring sessions must be communicated to Gardens of the Mind 24 hours before scheduled tutoring session. After this time, a fee of $35.00 will apply.

Fees are non-refundable.

**Art Materials**

Students **supply their own art materials** for their artworks. Basic drawing and art tools will be available if a student requires them

**Student Conduct**

All students are expected to respect the teaching space, their teacher, all artworks and property.

**To get the most out of the tutoring sessions students are required to do extra work outside of the tutoring session.**

Cleaning of the student’s studio space is the responsibility of the student.

**Punctuality**

Students are requested to be punctual for each tutoring session.

Please notify GOTM about student travel arrangements after the tutoring session i.e. whether the student is being collected by a guardian /parent or using public transport after the session.

**Occupational Health and Safety**

Parents/guardians are requested to notify Gardens of the Mind of existing medical conditions, allergies or disabilities that may affect their child’s performance in a tutoring session

**Covid-19 Safety Plan**

Students and parents must follow Gardens of the Mind Covid-19 Safety Plan, regarding hygiene, social distance and recording attendance. Our safety plan can be found on our website: [https://www.gotm.com.au](https://www.gotm.com.au/)

**Photography**

Photographic images will be sometimes be taken of students’ artwork and their participation in the studio (no headshots). These images will be used for advertising, brochures and promotion of ‘Gardens of the Mind’. These photos will never be sold and will only be used by ‘Gardens of the Mind’. As a condition of enrolment your consent is implied. If any parent does not consent to this then please notify us in writing.

**Privacy**

Gardens of the Mind will occasionally send mail and email to parents for marketing purposes. If you wish **not** to be notified then email us and your contact details will be removed from our mailing list.

Gardens of the Mind is committed to respecting your privacy. We will collect personal information that lets us know the specifics of who you are and your personal details as you have provided to us. We will not disclose your information to any other group or organisation for any purpose. We will only use the personal information you have provided to us for the purpose for which you provided it. We aim to make sure that the information we hold is accurate, complete and up to date. If your personal details change, we request that you contact us, so that we can update the information we hold about you.

I hereby indemnify Gardens of the Mind against responsibility for accident, loss or injury suffered by my child during the tutoring session

Signature:

Date: