

TERMS & CONDITIONS

To help us provide the best quality training we would need participants to adhere to the rules and regulations given below:

Our trainers are trained to handle participants from different walks of life. If you come across any incidents which is unpleasant, please contact us.

General:

- ° At Artville we try our best to deliver the best quality training. However, development of skills varies from person to person, depending on the individual's level of interest and the amount of dedication and practice they put in.
- ° We are a registered Art Gallery. Our Training Programs and workshops are outreach Programs to promote Art Awareness and Cultural Activities.
- ° Photographs of our Training Programs will be used for our brochures and websites. Should you have an objection to your photographs being used for this purpose please let us know at the time of enrolment.
- ° We will maintain the confidentiality of our students and customers as per our Privacy policy.

Fees & Payments:

- ° Fees mentioned are for training guidance and 1 set of each art materials required for the course (*except brushes & drawing board.*)
- ° Fees paid are non – refundable.
- ° Please ensure that you collect a receipt for the payments made by you. Paid invoice will be sent to you via email.
- ° Fees need to be paid in advance for all programs.
- ° Fees need to be paid on module basis for all short programs.

Health, Safety & Environment:

- ° Participants below the age of 16 years need to be picked up and dropped by a guardian/parent or an authorized person.
- ° A photograph and details of the authorised person would need to be submitted at the time of admission. Please keep us informed in advance should there be any change.
- ° We will try our best to ensure safety at our premises However; it is each participant's duty and responsibility to follow instructions given by our trainers and administrators.
- ° Please let our staff know if a participant has any allergies or need particular care for their health and safety. Artville will not take responsibility for any incidents, that may occur out of our premises.

Training and workplace:

- ° Artville is not affiliated to any Organisation or University.
- ° The Course Completion Certificate issued by Artville on the successful completion of a Program does not necessarily guarantee that you will get a job or admission for further studies.
- ° Parents/ Guardians of children below the age of 18 can wait in the visitor's area while the child is in training. However, we would strongly request that you refrain from entering the training area in the gallery.
- ° Our Trainers are some of the best in the industry and are subject matter experts in their given fields. We request parents not to intrude while the training is going on.
- ° Should you have any suggestions please feel free to let us know after the training session is done.
- ° Participants need to ensure that the work area is kept clean at the end of each class.
- ° Please ensure that the participants carry their own training material, we will not provide any materials for training If you have any complaints or feedback regarding training please mail roshan@artville.in or call 9742020666

Classes:

- ° If you're registered for a certificate course, you're eligible to take breaks in between modules. However, you must continue to the next module within 6 months after finishing a module/medium.
- ° If you are taking break in between modules, then your admission to the next module will depend on the availability of seats in your current batch. You can however choose another batch if your current batch is full.
- ° As per our current course structure, **per month** you're allowed to take only **one break**, which will be compensated upon the completion of that module/medium. If you are completing the module without missing any classes, you are eligible for 2 compensatory classes for your next module and so on.
- ° If you miss more than the allotted number of leaves per module, you'll be required to pay for the additional classes that are required for you to complete the course.
- ° If you're registered for a short course, you can still complete the certificate course by simply finishing the modules required. A change in batch and timings may be necessary to move from short program to certificate program.

The terms and conditions are subject to change without prior notice.