



CONTEMPORARY ATELIER (KANG O'HIGGINS) 2026-2027 STUDENT AGREEMENT 2026-27

This 2026-27 Atelier Student Agreement (Agreement) between Gage Academy of Art (Gage) and the above-named individual (Student) contains the following terms for participating in the Contemporary Atelier (Kang O'Higgins) 2026-2027 program.

Terms of Agreement

- Student pays a \$500.00 non-refundable deposit upon completing and submitting this Agreement
- Student selects a payment plan and agrees to make payments according to the chosen schedule at the end of this document

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- Student abides by the terms and conditions below

Life Room Etiquette

- Student agrees to abide by Gage's **Life Room Etiquette** document (attached) - This document defines Gage's expectations for how students, Atelier Directors, instructors and models are to interact
- Initial here to acknowledge you read and agree to abide by the **Life Room Etiquette** document:

INITIAL _____

Code of Conduct

- Student agrees to abide by Gage's **Code of Conduct** document (attached) - This document defines Gage's expectations
- Initial here to acknowledge you read and agree to abide by the **Code of Conduct** document:

INITIAL _____

Additionally, student agrees to:

- Attend Atelier studio meetings
- Participate in weekly studio cleaning
- Volunteer at a Gage event, which may include one of these following events:
 - Drawing Jam (Early December)
 - Gala (End of March or April)
 - Best of Gage (Mid-June)
- Use assigned studio space exclusively for art making as it relates to the Atelier program
- Not enter other's studio space without permission
- Not use other's equipment/tools without permission
- Not disturb the studio environment - headphones are required when in shared spaces
- Limit visitors in the studio to Gage's business hours
- Dispose of all solvents, rags and paint according to Gage's safety rules posted in each studio
- Gage Atelier Directors, instructors, TAs and students regularly utilize typical solvents and potentially hazardous materials in practicing art, which include but are not limited to; oil paint, charcoal dust, clay dust, and solvents for cleaning up paint and brushes
- Gage upholds safety practices surrounding these materials
- Initial here to acknowledge the use of such materials in the facility:

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- Abide by all building safety and emergency procedures
- Pay the replacement cost of any assigned studio equipment or furnishings should they be lost or damaged
- Clean out studio immediately upon completion of the academic year or upon leaving the Atelier
- Publicity – Unless otherwise informed, Gage considers photographs/videos taken of Students and their artwork to be permissible for Gage publications, including Gage invited guests, informational and marketing publications, including but not limited to print and digital platforms

Benefits

- Regular mentoring and critiques (group and/or private) with the Atelier Director(s)
- Library Access – Students may check out several library books in the main office - books cannot leave the Gage SLU premises and may be checked-out for up to a quarter
- Access to Artstor, a digital library of art resources
- Class Discount – Student receives a 15% discount on one class or workshop per quarter (non-transferable to other people) between the dates of September 7, 2026 and August 31, 2027. Reach out to the Registrar for a discount
- Free Gage lectures, talks and other student seminars
- Free access to Weekend Open Studios - Participants must register online with a coupon code provided by the Registrar
- One free artwork photo session with Gage appointed photographer

Dismissal, Cancellation & Transfer Policy

Dismissal

- Should the Student be unable to satisfactorily advance in their studio practice, the Atelier Director(s) may schedule, in consultation with the Director of Programs, a meeting with the Student to discuss their progress and future in the Atelier
- If a complaint is alleged towards the Student arising from inappropriate actions or abuse of the policies outlined in this agreement, the Student, Atelier Directors) and the Director of Programs will meet to discuss the situation
 - The result of a meeting may include, but is not limited to, a verbal notice, written notice or immediate removal from the Atelier
- Should the Student be removed from the Atelier, any tuition paid to cover tuition past the dismissal date will be calculated and refunded in the manner in which it was paid less any fines, non-returned keys/gage supplies or other incurred expenses; any tuition not paid up to the date of dismissal will be charged with the credit card on file including any outstanding fines, non-returned keys/gage supplies, and/or other incurred expenses
 - If the Student is removed from the Atelier, the Student has one business day to remove all personal belongings from their studio space/docking station space, if assigned

Cancellation

Students must follow the outlined steps to cancel/withdraw from the Atelier. Failure to do so will incur additional charges. Refunds are based on the date of formal, written notice outlined below.

1. Student must speak with their Atelier Director(s) to discuss reasons for contemplating withdrawal
2. If after meeting with the Atelier Director the Student still wishes to withdraw, the **Student must notify, in writing via email, the Registrar and the Atelier Director(s) of their withdrawal from the Atelier.**

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3. When the Student provides written notice of their withdrawal, no matter the reason or how long the Student has been in the Atelier, a fee of \$1,250.00 will be charged to the Student's credit card on file or deducted from any paid tuition owed back.

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4. Upon withdrawal of the Atelier, the Student has 1 business day to remove all personal belongings from assigned studio space - Tuition will be charged until all belongings are removed.
5. **If the Student fails to attend class and removes their items from their studio space, Gage will assume the Student has withdrawn from the Atelier and accepts the \$1,250.00 cancellation fee.**

Transfer

Transfers **must** be discussed in advance with the initial Atelier Director(s) and the new Atelier Director(s).

Fees for transferring between Ateliers:

1. Transfer within the first 2 weeks of the first day of the Academic Calendar: \$200.00.
2. Transfer after the first 2 weeks of program and before the 2nd quarter begins: \$750.00.
3. Transfer after 2nd quarter begins: \$1,200.00.
4. **All transfers must be submitted in writing to the following individuals:**
 - a. Registrar
 - b. Outgoing Atelier Director(s)
 - c. Director of Programming
5. **In addition to #4 above, all transfers into a new Atelier must have written approval by the incoming Atelier Director(s) submitted to:**
 - a. Registrar
 - b. Director of Programming
6. Any Transfers require a new contract with any applicable payment revisions.

Late Tuition Payment(s) & Fees

Please note that we understand you may have unforeseen extenuating circumstances. If you are having difficulties making your payments, please contact the Student Services and Programming Coordinator or Director of Programming to see if we can work toward a solution together.

1. The Student is expected to pay their tuition **on time** based on the payment plan selected at the end of this document. A **\$50** fee will be assessed per each instance of a bounced check, declined credit card or late payment including cards declined due to a change in card number or expiration date.
2. If the Student is two weeks late on payment, the Atelier Director(s) will be notified and the Student will be suspended from the Atelier until they are able to pay the tuition owed per the payment plan selected at the end of this document.
3. If the Student is still unable to pay the tuition owed after a month of overdue payment, they may be removed from the Atelier.
4. For instances of more than two late payments, the Student may be removed from the Atelier.

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Payment Plan Changes

1. If the Student wants to change payment plans, they must request to do so with the Registrar in writing via email.
2. The Student may only change their payment plan one time.

Policy Violation

The Student understands that violation of the above policies may result in removal from the Atelier and would be subject to any fees outlined above.

Due Date	Name	Price
May 16, 2026	Deposit	\$500.00
September 1, 2026	Quarterly - Installment 1	\$3,577.34
December 1, 2026	Quarterly - Installment 2	\$3,577.33
March 1, 2027	Quarterly - Installment 3	\$3,577.33
Total		\$11,232.00

Any scholarships, monitor discounts, or other discounts will be applied to the registration system and an adjusted invoice will be issued.

I'D LIKE TO MAKE MY \$500 NON-REFUNDABLE DEPOSIT BY:

- CREDIT/DEBIT CARD through registration portal
- CHECK

I'D LIKE TO PAY MY TUITION BY:

- CREDIT/DEBIT CARD through registration portal
- CHECK

By signing, I (Student) agree to all the terms and conditions laid out in this agreement.

STUDENT NAME

SIGNATURE

DATE