



# KANG-O’HIGGINS (KOH) ATELIER STUDENT AGREEMENT 2023 – 24

This 2023 – 24 Atelier Student Agreement (Agreement) between Gage Academy of Art (Gage) and the above-named individual (Student) contains the following terms for participating in the Kang-O’Higgins (KOH) Atelier program, which starts September 5, 2023.

## Terms of Agreement

- Student pays a **\$500** non-refundable deposit upon completing and submitting this Agreement
- Student selects a payment plan and agrees to make payments according to the chosen schedule on page 5
- Student abides by the following terms and conditions:

## Program/Studio Policy & Code of Conduct

Student agrees to:

- Attend Atelier studio meetings
- Participate in weekly studio cleaning
- Volunteer for one of the following Gage events:  
(Which includes preparing studio space for public presentation)
  - 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 paints, according to Gage’s safety rules posted in each studio.
  - Gage 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:

**INITIAL** \_\_\_\_\_

- Abide by all building safety and emergency procedures
- Abide by Gage’s **Life Room Etiquette** document (attached) which defines Gage’s expectations for how students, instructors and models are to interact

Initial here to acknowledge you read and agree to abide by the Life Room Etiquette document:

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- 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
- **Code of Conduct:** To create an environment conducive to successful learning, when at Gage (Capitol Hill, Georgetown or where applicable to an online learning space) or at any Gage sponsored event, the following is not permitted:
  - Harassment or discrimination of any nature, Verbal, Physical or Sexual
  - Unsafe or disruptive behavior (disturbing or interrupting instruction or class art making), acting unreasonably and/or interfering with others' use of the space
  - Illegal drug use or possession
  - Theft
  - Loitering in the building or on Gage's grounds
  - Alcohol consumption unless at a Gage sponsored event, must be of legal age
  - Possession of weapons
  - Taking phone calls in hallways or studios
  - Damaging Gage equipment or property (including graffiti)
  - Posting flyers or other notices without prior permission
  - Smoking, vaping or spraying within 25 feet of the building
  - Toxic materials, other than provided for art making
  - Animals/Pets, besides Service pets
  - Social Media; be respectful of others' privacy by not posting images, names of students, instructors or staff without their permission
- 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 Instructor
- Studio Space – Students of the KOH Atelier get studio space while in the program (summer not included). Gage provides and assigns an easel, taboret and stool per student
- Library Access – Students may check out several library books in the main office. Books cannot leave the Gage Capitol Hill 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 any class or workshop between the dates of September 5, 2023 and August 31, 2024. 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 sculpture class while in the program (not per year). Redeemable on a stand-by basis.
- A fob to enter the building outside of building hours may be obtained for a **\$50** refundable deposit. Please reach out to the Registrar via email to request a fob. Fobs must be returned to the office at the end of Atelier year. A replacement fob is \$50.

**Dismissal, Cancellation & Transfer Policy**

**Dismissal**

- Should the Student be unable to satisfactorily advance in their studio practice, the Instructor may schedule, in consultation with the Director of Programs, a consultation 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, Instructor 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 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 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.

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

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3. When the Student provides written notice of their withdrawal, no matter the reason, a fee of **\$1,250** 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 must immediately 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** cancellation fee.

**Transfer**

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

Fees for transferring between Ateliers:

1. Transfer within first 2 weeks of first day of the Academic Calendar: \$200
2. Transfer after first 2 weeks of program and before 2<sup>nd</sup> quarter begins: \$750
3. Transfer after 2<sup>nd</sup> quarter begins: \$1,200
4. **All transfers must be submitted in writing to the following individuals:**
  - a. Registrar
  - b. Outgoing Atelier Instructor
  - c. Director of Programs
5. **In addition to #4 above, all transfers into a new Atelier must have written approval by the incoming Instructor submitted to:**
  - a. Registrar
  - b. Director of Programs
6. Any Transfers require a new contract with any applicable payment revisions

**Late Tuition Payment(s) & Fees**

1. The Student is expected to pay their tuition **on time** based on the payment plan selected on page 5. 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 Instructor 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 on page 5.
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 & Fee**

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.
3. A **\$100** fee will be charged to the Student's credit card on file for changing payment plans.

**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.



ATELIER: KOH Atelier

STUDENT:

**IF CHECKED ABOVE, I GIVE GAGE ACADEMY OF ART APPROVAL TO CHARGE MY CREDIT/DEBIT CARD (LISTED BELOW) FOR TUITION PER THE AGREED UPON PAYMENT SCHEDULE (ABOVE).**

I GIVE GAGE APPROVAL TO CHARGE MY CARD FOR ANY EXPENSES INCURRED INCLUDING, BUT NOT LIMITED TO, FEES, TUITION OWED, ETC.

I UNDERSTAND IT IS MANDATORY TO PROVIDE A CREDIT CARD TO HAVE ON FILE REGARDLESS OF MY CHOSEN PAYMENT METHOD.

**CHECK ONE**      AMEX      VISA      MC

**CARD INFO**

NAME ON CARD

CARD NUMBER

CCV

EXPIRATION DATE

BILLING ADDRESS

CITY/STATE/ZIP

STATE

ZIP

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

**STUDENT NAME**

**SIGNATURE**

**DATE**