

# Rules and Regulations –Kaleidoscope Creations

## 1. Registration:

### Normal registration:

- A registration form must be completed before commencement of classes and delivered to Kaleidoscope Creations (Hereafter called Kaleidoscope).
- Full information must be given and kept updated should anything change (e.g. email address).
- Registration for adults is for the full period of the Art course, which is 7 (seven) trimesters.
- Registration for children is for one year.

### Tryout/Once off/Monthly Classes:

- If you are unsure whether you would enjoy art classes, it is suggested that you register for try-out
- classes which could be a once off class, or for a month. The cost for these classes is on the price list.

## 2. Resignation:

**Please note that this policy is strictly followed. Exceptions in a crisis (only) need to be arranged with Birgit Böck and agreed to in writing by Birgit Böck. Notice needs to be in writing via email and must be confirmed as emails can drop.**

- • All adults need to give one months notice.
- • All children – guardian/parent needs to give one calendar months'

## 3. Attendance:

- Art classes should be attended on a regular basis. If you cannot attend your Art classes, please inform your teacher in good time before the art class.
- Missed Art classes can only be caught up if there is enough place available in another Art class within the same trimester. This is a concession on the part of Kaleidoscope, and Kaleidoscope cannot be held legally liable to arrange/allow this. You will still be held responsible for the payment of a missed out Art class.
- You will not receive a refund for classes not attended unless the class was canceled by Kaleidoscope.
- Please Note: School mid-term breaks, private activities (sports, social or other extra-murals), camps, examinations and logistical problems (I.e. transport) are not deemed acceptable reasons for being absent from lessons. No lesson will be taught on public holidays or during government school holidays.

## 4. Holidays:

- Kaleidoscope trimester follows the Namibian government school terms and not various private school terms and holidays.
- No regular classes will be given during Government school holidays.
- Workshops may be held during this time.

## 5. Payment:

### Registration / Administration fee:

- A once off registration fee to the amount of N\$250.00 is payable on completion of your registration form.
- An administration fee of N\$100.00 will be charged at the start of each subsequent year.

### Art class fee:

- The cost of Art materials is not included in the Art class fees.
- Class charges, in line with all tertiary institutions, have been charged as an annual fee, which is broken into trimesters to assist students.
- Payment is to be made in advance each trimester before commencement of classes.
- Although Kaleidoscope has permitted students to pay the fees monthly, this must be agreed upon in writing with Birgit Böck ahead of time and must be paid before the 1st of each month. Payments not made by the 5th of each month will raise penalties.

- Late payments are subject to penalties of N\$100.00 per month for each month paid later than the 5th of the month.
- Art classes are subject to a 10% increase per annum.
- Kids art classes
  - As specific material is taught at each class, and the child needs to have the items before attending, Kaleidoscope will provide art materials to the new students which may be paid off in three (3) installments.
  - Art material box = Between N\$2,000 to N\$2,400, depending on our cost of materials
  - If well cared for, this box will last for at least 3-5 years and only used-up items need be replaced during the year.

#### 6. Art materials:

- Kaleidoscope does not supply free art materials. The materials may, however, be purchased from Kaleidoscope, should you want/need to. You will receive a list at the end of each term for the art supplies that you have to buy for the next term. In time you will build up your own art toolbox, which you can take home, take along on trips etc. Only adults may purchase their own art materials elsewhere as specific material is taught at each class for children, and the child needs to have the items before attending.
- It is your choice to either purchase student art supplies or artist art supplies. There is quite a difference in prices. For the beginner it is best to purchase student art supplies and in time, as you become more confident in a specific medium, you may choose to switch over to the artist ranges.

#### 7. Accounting issues:

- Invoices are sent out per trimester in advance. Statements are sent out approximately the 15th of each month.
- It is your responsibility to inform Birgit Böck if you are not receiving invoices or monthly statements. The bookkeeper cannot know that the invoices and/or statements have not arrived in your email box. Some emails are rejected due to a full email box.
- Please ensure that the reference on Kaleidoscope bank statement is your account no. with us and/or the students' full name and surname. As some names are the same for different students, the full name and surname is needed. If you are not sure how this works with your bank payments, please check with your own bank as each bank works differently.
- Cash payments for classes are not accepted as this can create confusion

**Any queries on bookkeeping issues to be directed via mail only on Fridays to Mrs Carmen Walder. This is the only day during the week where she is available for queries on Kaleidoscope Creations bookkeeping.**

**Bank details: Kaleidoscope Creations; Nedbank - Branch code: 461-696; Savings Account No: 12000645700; Branch: Am Weinberg**

Rules and Regulations are subject to change. Kaleidoscope Creations Namibia reserves the right to terminate this contract at any given time due to noncompliance, disruptive behaviour or any behaviour that could damage the company, company name, teachers or employees.

**Date of Acceptance:**.....

**Signature:**.....

***Herewith I acknowledge that I have read and fully understand this Registration and contract document between myself and Kaleidoscope creations.***