



Art & Design Studio

California Day Care License: 434412240

聖文美術創作教室

Director: Winnie Tu

(408) 981-9544

Email: info@samwin.com

20770 Cheryl Dr. Cupertino (near Faria Elementary)

規章

1. 每堂課都有連貫性的主題及學習，請務必準時到教室，請勿遲到，學生若生病或發燒請在家休息
2. 缺課不退費，補課可以繳交補課費，需於每期結束前完成
3. 本教室上課採用杜老師規劃及示範的教學影片，每次約十分鐘，讓每一位學生都能清楚看見作品示範的重點和技巧，之後再指導學生創作，遲到的學生須先看一遍教學影片，再由老師指導該學生創作
4. 課程內容若有變動會提前通知補課日期或順延一週或退費
5. 上美術課請穿暗色且不怕弄髒的衣服
6. 作畫過程中，請不要帶孩童在教室內
7. 學生若有嚴重不守秩序，本教室有權不接受不守秩序的學生，以免影響其他學生的權益
8. 本教室有權拍攝學生上課及作品照片做為宣傳用途
9. 學生可攜帶點心於上課之外的休息時間食用

- ☐ **\$30** (New students registration fee)
- ☐ **\$445** (10 classes-15 hours, or 8 classes--16 hours)
- ☐ **\$65** (trial class, by appointment only)
- ☐ **\$50/1.5 hours** (per class, if less than 10 classes)
- ☐ **\$60*/2 hours** (per class, if less than 8 classes)
- Materials fee included
- ☐ One-on-One classes
\$80/hour, \$450/6 hours, \$590/8 hours,

Make check payable to **Winnie Tu**, and mail to:
 20770 Cheryl Dr. Cupertino, CA 95014

POLICY

1. Please be punctual for the class. Stay home if you are sick.
2. No refund will be issued if you miss the class. *You can pay the makeup fee for miss courses but need to be completed before the end of each session.
3. Most classes start with a 10-minute demo video, featuring Teacher Tu's demonstration, projected on the wall. Thorough instruction will be given by Teacher Tu in person after students have viewed the demo video. All tardy students are also required to view the demo video before they start working their project.
4. All schedule changes made by the studio will be announced in advance and cancelled classes will be either made up the following week or refunded.
5. We recommend your child wear clothes he/she is not afraid to get dirty, as art classes can be messy.
6. Kids are not allowed to stay in the classroom during the class.
7. All kids will be asked to follow classroom rules and respect each other. We reserve the right to reject or expel students who do not comply with classroom rule.
8. The studio can take class photos, use or make copies of your child's artwork produced while he/she is a student of the studio and use them for marketing and promotional purposes.
9. Eating or drinking is only allowed during the class recess.

Refund Policy

1. \$30 non-refundable registration fee for all new students.
2. 50% tuition refund if withdraw 15 days before class begins, (exclude \$30 registration fee). There are no refunds after the class starts.
3. There are no refunds or credits for each session after class start.
4. All classes material will be prepared and the seat reserved for your child before he/she arrive the class.
5. There are no makeup class*, no refunds or credits for missed classes.

Payment

1. Full payment is expected before each section.
2. All classes are for children ages 4+. Drawing materials will be provided. Classes may be cancelled due to insufficient enrollment. Parents will be informed and refunded if a class is cancelled.

Samwin Art & Design Studio Class Registration Form

學生中文名:	English Name:	<input type="checkbox"/> M <input type="checkbox"/> F	Birthday
Phone : ()		E-mail :	

Class Registration

<input type="checkbox"/> 新生 Non-refundable registration fee for all new students.	註冊費	\$30
<input type="checkbox"/> Fundamental <input type="checkbox"/> Advance Exploration* First Day of class: _____ <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	學費 (含材料費)	

Check No. _____ Amount: _____

☐ I have read and understand the Samwin Art and Design Studio Policy.

Signature X

Parent or Guardian

Date



聖文美術創作教室

For office use only:

Classes: _____

Dates: _____

學生資料 Student's Information

姓名 Name	(中) Chinese	(英) English	DOB	<input type="checkbox"/> M <input type="checkbox"/> F
地址 Address				
就讀學校及年級 School and grade			Home Phone	
父 Father	姓名 Name	Work Phone	Cell	
		E-mail		
母 Mother	姓名 Name	Work Phone	Cell	
		E-mail		

緊急事故同意書 Emergency Information

Additional persons who may be called in an emergency: (List at least 2 persons)

	緊急事故聯絡人姓名 Emergency Contact	關係 Relationship	電話 Phone
1			
2			
3			

Physician or dentist to be called in an emergency:

Type	Name	Phone	Medical plan and number
醫生 Physician			
牙醫 Dentist			

緊急事故處理許可 Release Agreement

I give my permission for my child to participate in the Samwin Art and Design Studio (hereafter referred to as the "Studio") program and authorize the Studio personal to take full charge of any emergency in the case of accidents or injuries. I will not hold the the Studio any staff members liable in case of accidents or injuries. I have read the above, and the Policy of the Studio and will agree to follow them as required by the Studio, understand its meaning and voluntarily sign it.

本人准許我的子女參加聖文美術創作教室課程，如有緊急情況發生，無法聯絡到家長監護人或醫生時，本人授權校方行政人員全權處理。本人不會要求聖文美術創作教室的任何人員對任何意外事件或傷害負責。我同意這些條文及願遵守上課須知中的規定。

Publicity Right

I give my permission to Samwin Art and Design Studio (hereafter referred to as the "Studio") a perpetual non-exclusive license to make, use or make copies of my child's artwork produced while he/she is a student of the Studio, to be used for marketing and promotional purposes.

聖文美術中心有權拍攝學生上課及作品，並有權發表學生作品或用這些照片做為宣傳廣告用途。

Signature X

Parent or Guardian

Date