

**Rob Gutteridge**

**School of Classical Realism**

**Enrolment and fee payment**

**Teaching days**

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|  | **ROB GUTTERIDGE**  **School of Classical Realism** | | | | | | |
| Class Time | Day | | | | | | |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| 10am – 1pm |  |  | \* | \* |  |  |  |
| 2pm – 5pm |  |  |  |  |  |  |  |
| 6.30 – 9.30pm |  |  |  |  |  |  |  |

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| --- |
| RGCR program |
| Sunday Studio: Open Life Studio  and workshops |
| Studio time \*9am-12pm |
| Studio closed |

**The Academic year**

Study is 11 months per year and by the calendar month. There are no Terms or Semesters. Access to the program is flexible so students can fit study around other aspects of their lives, studying when and for how long it suits them.

**Holidays**

The school is closed:

Public holidays – fee adjustments are made.

December and January may have a split teaching period with a 4 week holiday period in the last 2 weeks of December and the first 2 weeks in January. Students will be notified in advance.

**Study options**

1. **RGCR program**

2. **Sunday Studio:** **Open Life Studio and workshops** – Sunday only, open to RGCR students and general public.

3. **Studio Time** (must be an enrolled RGCR student) – No tuition, full use of studio and all facilities; **$25 per ½ day; $50 per full day**. Or combine RGCR tuition with Studio Time on a separate day. Payment is on a cash basis only. No booking required but students need to check if space is available (10 students maximum in the studio). Available any day the school is open (including RGCR tuition days) except Sunday. On teaching days, RGCR tuition students have first preference for available spaces.

**Enrolment**

**RGCR program**

**Monthly enrolment**

**New Students:**

1. 2-month minimum enrolment in consecutive calendar months.

2. Tuition is by calendar month(s) with fee payment due on the first calendar day of the first tuition month.

**Continuing students:**

1. Monthly enrolment paid in advance on the first calendar day of each tuition month.

**All students:**

1. Enrolment is by full fee payment.

2. Students who have not paid fees do not attend class.

3. Students may enrol for multiple months by paying in advance.

4. Enrolment is for study on the same day/time each month, unless otherwise arranged with the Director.

**Sunday Studio: Open Life Studio and workshops**

Enrol by full fee payment. Payment date is included in a separate information pack sent out for each Sunday Studio or workshop.

**Enrolment process for new students**

1. Fill in the Application to Enrol form and return it by email to: [robgutteridge@bigpond.com](mailto:robgutteridge@bigpond.com)
2. You will receive an email indicating a place is available or that the class is full.
3. Students not previously taught by Rob Gutteridge are required to attend an interview and bring examples of their work. Contact Rob Gutteridge by email or phone to arrange a time. The administration and interview fee for new students is $30.00. It is paid at enrolment together with the first 2 months of fees. This does not apply to students attending Open Life Studio or workshops.
4. To confirm your enrolment:

* pay the 2 month enrolment fee (plus $30.00 administration and interview fee for students who have attended an interview) on or before the first day of the calendar month you intend to begin study
* email Rob Gutteridge you have paid the fee
* you will receive by return email: a receipt, subject notes and materials list, and confirmation your place in the class is reserved

5. An applicant choosing a session that is full will be put on a waiting list

and offered a place as soon as it becomes available.

6. Unless you notify Rob Gutteridge of your intention to withdraw, it is assumed you are a continuing student.

**Fee payment for continuing students:**

1. Enrolment is by full fee payment on or before the first day of the calendar month in which they intend to study.

2. Students who have not paid fees do not attend class.

3. Students may enrol for multiple months by paying in advance.

4. Enrolment is for study on the same day/time each month, unless otherwise arranged with the Director.

**RGCR course fees**

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| --- | --- | --- | --- |
| Days/hours  per week | $ per hour | 1 month | Minimum enrolment  2 months |
| 0.5 day (3 hours) | $20 | $240 | $480 |
| 1 day (6 hours) | $19 | $456 | $910 |
| 2 days (12 hours) | $18 | $864 | $1725 |
| 3 days (18 hours) | $16 | $1152 | $2300 |

All fees are paid in full in advance:

* new student: 2 months minimum payment due on or before the first day of the calendar month in which you commence study
* monthly payments: due on or before the FIRST calendar day of the tuition month.

Fee payment may be made by direct deposit to:

Commonwealth Bank:

Branch: Campbelltown SA

Account Name: Robert Gutteridge

BSB: 065145

Account Number: 10452187

Or: by cash, cheque, or postal order made out to:

Rob Gutteridge

2/4 Kareda Drive

Campbelltown

SA 5074

For more information contact Rob Gutteridge on:

[robgutteridge@bigpond.com](mailto:robgutteridge@bigpond.com)

Mobile: 0434965434 after 6.00pm Monday – Friday

**Refund**

A refund of 25% of the tuition fee paid is available if the student notifies Rob Gutteridge at least 14 days before study is due to start that they intend to withdraw.

**Discounts**

10% discount for the RGCR Program and Sunday Studio for:

Students, pensioners, seniors card holders, registered teachers, current commonwealth concession card holders. Evidence is required at the first class and on the Application to Enrol form.

10% discount for enrolled RGCR students attending Open Life Studio or workshops.

10% discount on art materials bought at The PaintBox, 7, Main Street, Hahndorf, SA 5153, if you notify the proprietor you are an RGCR student.

**Secondary Teachers:** participation contributes to Professional Learning required by the Teachers Registration Board. Upon request, a Certificate of Participation will be provided.