

## One to One Tutoring Important Information

Please note that having tutoring does not guarantee entry into any Art Schools courses or similar and that students for one to one tutoring at our studio must be 16 years old or above. Tutoring in the home is from aged 8 and above, for children we ask that an adult can supervise or be in a nearby room please.

The studio supplies most materials (including most surfaces such as cartridge paper, plus drawing materials) but you may be asked please to have your own materials as specified in a materials list tailored to you. It is good to have your own sketchbook and materials so that you can work on pieces outside of the lessons and also so that the tutor can check the materials are suitable for you to use.

The Drawing and Painting Studio accepts no liability for theft, damage or injury that may occur during your course.

Payment is by bank transfer in advance, or by cash for the full block at the beginning of the first lesson please.

Cancellation of an agreed time must be at least 24 hours before otherwise that agreed tutorial will be considered completed. A lesson or course will expire within twelve months of the date purchased. If a course has been booked using a gift voucher the expiry period will be from the date written on the voucher instead. Tuition fees cannot be refunded unless a block of lessons has been cancelled by the Drawing and Painting Studio. Blocks of tutoring are non transferrable.

Please fill in the application form at the first lesson or complete it and return by email before tutoring commences.

Times for lessons are flexible to suit the needs and lifestyles of our students. Tutoring is held at KSD (Kagyu Samye Dzong building) 7 Ashley Street, G3 6DR, in the West End of Glasgow, Scotland, UK. On street parking is available.

Tutoring can also be held at your home or other location. Depending on location we may ask that payment for a lesson or block of lessons is made in advance by bank transfer, or alternatively a £30 deposit is paid in advance of the first lesson which in the event of cancellation within 24 hours will be non returnable).

One to one tutoring purchased for gift certificates are non refundable after purchased and also non transferable. More details about One to One Tutoring are on the application form about time slots and bank transfer details.