

ADULT GROUP CLASS

STRUCTURED ART COURSES

COURSES INTRODUCED

DRAWING

Beginner/Intermediate/Advanced

OIL PAINTING

Beginner/Intermediate/Advanced

WATERCOLOUR

Beginner/Intermediate/Advanced

ACRYLIC PAINTING

Beginner/Intermediate/Advanced

**each level has specific entry requirements*

PRICING

8 LESSONS

\$440

Valid for **10 consecutive weeks.**

COURSE STRUCTURE

BEGINNER

Students will follow an **8 lesson course** to be completed **within 10 consecutive weeks.**

INTERMEDIATE/ADVANCED

Students will follow a **7 lesson course + 1 exam or 1 personalised art lesson** (option to choose), to be completed **within 10 consecutive weeks.**

STUDENT INTAKE

NEW STUDENTS

All new students will have to go through the **beginner courses for each medium before progressing** to intermediate and advanced levels.

CONTINUING STUDENTS

Students who wish to proceed to the next level of the same course can choose to take a break or **continue in consecutive weeks***.

**Students continuing immediately will be applicable for promotions.*

PERSONALISED LESSON STUDENTS

Students in the adult group class **may jump to the intermediate or expert courses** only if they **possess the relevant skills** to do so upon the instructor's assessment.

They may only start their structured course when they have finished their current set of lessons.

**Students continuing immediately will be applicable for promotions.*

INTERMEDIATE & ADVANCED

LESSON 8 OPTIONS

After lesson 7, students can choose to book either **the exam** or a **personalised art lesson for lesson 8** of their particular intermediate or advanced structured course.

EXAM (OPTION 2)

The exam will be a **no guidance** session where the student will put their **7 weeks of learning into a final artwork**, showing how much they have progressed.

The examination is a great opportunity for students **to understand their ability to apply their learnt skills independently** with a clear objective.

The examination will carry a pass or fail grade and grading will be done by more than one instructor.

PERSONALISED ART LESSON (OPTION 1)

In the personalised art lesson, the student will be able to **discuss with their instructor on what they would like to focus on learning** using the **same medium as their course**.

The lesson is **2.5 hours long and will take place in the adult group class**.

The personalised art lesson is a great opportunity for students **to catch up on incomplete exercises or to recap on a particular lesson or technique** that they would like more help with.

BOOKING YOUR EXAM

Examinations are **3 hours long** and may be scheduled on the **student's 8th lesson or any day within the same week** as long as the studio is open.

All examination bookings have to be approved before hand (subject to approval).

E-CERTIFICATION

CERTIFICATE OF PARTICIPATION

All students who have **completed all 8 lessons of their course level** will receive a **Certificate of Participation** for the particular course taken even if they have failed the exam.

CERTIFICATE OF ACHIEVEMENT

Students who have chosen to do the **intermediate or advanced course examination and have passed** will receive a **Certificate of Achievement** for their specific course.

NO CERTIFICATE AWARDED

No certificates will be awarded **to students who were not able to complete all 8 lessons** of their structured course.

CLASS SLOTS & INSTRUCTORS

Weekday Classes

Weekend Classes

TUESDAY

7:30PM - 10:00PM

WANGE

WEDNESDAY

7:30PM - 10:00PM

WANGE

THURSDAY

7:30PM - 10:00PM

VERON

FRIDAY

7:30PM - 10:00PM

VERON

SATURDAY

10:00AM - 12:30PM

DENISE

10:00AM - 12:30PM

AYAKA

1:30PM - 4:00PM

WANGE

2:00PM - 4:30PM

AYAKA

4:00PM - 6:30PM

WANGE

4:30PM - 7:00PM

AYAKA

SUNDAY

10:00AM - 12:30PM

DENISE

10:00AM - 12:30PM

ANDREA

1:30PM - 4:00PM

DENISE

2:00PM - 4:30PM

ANDREA

4:00PM - 6:30PM

DENISE

4:30PM - 7:00PM

ANDREA

(Please inform us ASAP if you are unable to attend your lesson so others can book your spot for that week!)

Can I choose my teacher?

Yes, of course! However, bookings are **subject to availability*** in the class of your choice as we have capped the total number of structured course students per class. Check with us for the availability of slots in the class that you're interested in!

If the class of your choice is **full**, you will be **put on a waitlist** for that class and once a space becomes available, you will be **informed and slotted in right away!**

**Bookings are only taken up to 2 weeks in advance. For bookings that are planned for dates >2 weeks in advance, please check back with us when it's closer to the date itself!
(Applicable to rescheduling as well.)*

BOOKING POLICIES

CLASS RESERVATION

1 class timing will be reserved for you weekly to complete your course in the class of your choosing.

Students are **allowed to take multiple classes per week** from different teachers (depending on space availability), or decide to skip a week as long as they are able to complete the 8 lessons under 10 weeks.

BOOKING POLICIES

SWITCHING COURSES

Students **cannot switch to a different structured course** until their current course is completed. **If they would like to switch to a different structured course**, they will have to **purchase a new set of 8 lessons** for the different course.

Switching to **personalised art lessons midway during the course is possible**. An **administrative fee of \$20** is applicable for the transfer of remaining lessons.

Certificates will not be presented for the incomplete structured course.

REFUND POLICY PT. 1

There are **no refunds** of course fees once the 1st lesson has been attended.

REFUND POLICY PT. 2

\$100 of the course fee will be retained by the studio if you wish for a refund **before the start of the course** for booking and administrative inconveniences.

MISSED CLASSES

Late notice and no shows will result in the particular lesson being **forfeited** and **students will have to purchase additional a la carte lesson (\$60) per no show**, to complete the course within the validity period, **course lessons will still continue progressively**.

After 10 weeks has passed, all remaining lessons will be forfeited.

PROMOTIONS

Promotions are available for those who intend to continue their next course.

POSTPONING START DATES

The start date of each course **cannot be postponed after booking is confirmed**.

FINDING REPLACEMENTS

Lessons cannot be replaced by someone else.

RESCHEDULING POLICY

Rescheduling of lessons is allowed with a **minimum of 2h** before the start of class.

What if I want to continue my lessons?

You may choose to **continue to your next course level** or **opt to take on a set of personalised lessons to complete unfinished works** or **fine-tune the skills you have learnt** with the same teacher guiding you at your own pace.

CLASS PROMOTIONS

Based on the frequency and consistency of your attendance.

STUDIO CLOSED TRIAL LESSON DIFFERENT BOOKINGS START OF NEW SET

Calendars are for illustration purposes.

M	T	W	T	F	S	S
/	◆	◆	◆	1	◆	◆
/	◆	◆	◆	2	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	3	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	4	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆

Steady Learner Promotion

(Miss up to 2 weeks only)

5% off your next steady learner set

Complete all lessons **within your validity period** and start your new set in the **week after your set expires** (or earlier) to receive **5%** off your **next** Steady Learner Set.

M	T	W	T	F	S	S
/	◆	◆	◆	1	◆	◆
/	◆	◆	◆	2	◆	◆
/	◆	◆	◆	3	◆	◆
/	◆	◆	◆	4	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆
/	◆	◆	◆	◆	◆	◆

Good Attendance Award

(Never miss a week!)

10% off your next steady learner set

Complete all lessons **without** missing a week and start your new set in the **immediate following week** to receive **10%** off your **next** Steady Learner Set!

[Finishing a 4 lesson set within 4 consecutive weeks **OR**
Finishing an 8 lesson set within 8 consecutive weeks.]

- Promotions are **NOT** stackable.
- You can attend **multiple** lessons in one week **if** there are slots available.
- Promotions are only applicable when terms and conditions are **fully met**.

BOOKING FORM

Please WhatsApp the booking form to **The Fort Studios** at **+65 9169 5351**. Kindly indicate the following in your booking form:

1. Your choice of lesson type.

Structured Course - [Course Name] (Level)
(etc.) Structured Course - Drawing (Beginner)

2. Your preferred start date.

Class days and timings are listed on our **website**, open for booking **up to 2 weeks in advance** and are **subject to availability**.

3. Your preferred class timing.

If available, this class will be **permanently reserved for you weekly during your set validity period**.

4. Your acknowledgement.

Kindly **acknowledge** for us that you have read and agree to our booking policy in the form as well, thank you!

BOOKING FORM EXAMPLE

BOOKING FORM

Name: John Tan
Lesson Type: Structured Course - Drawing (Beginner)
Preferred Start Date: 27th May 2023
Preferred Class Timing: Saturdays 2pm to 4.30pm

I have **read** and **acknowledged** the terms and conditions of the booking policies put in place.

6:23 pm ✓✓

With that, you're done with the booking form! Kindly wait for our confirmation/reply.