

STUDIO PROGRAMS POLICIES

STUDIO ETIQUETTE & CLEANING

Studios are a community space. Studio Users should clean their work spaces at the end of every class in consideration of others.

OPEN STUDIOS

Open Studio times vary by session. Class time always takes first priority and open studio times are not guaranteed.

Only students with a current class registration or Open Studios pass may use Open Studios during scheduled sessions. Current students may access the studio during open studio times by checking out a key. Keys are available at the Rotunda (main entrance) desk. It is very important to return the key when you leave the studio. Please check the website under Open Studios for updated hours or contact the head of Studio Programs.

Open Studios run concurrently with class sessions. If your class started late or there is a make-up class, you can access the studio at no charge through the Sunday after your last class. If you are entering the studio outside of a class session to pick up finished work or supplies, this does not require an Open Studio Pass.

OPEN STUDIO PASSES

Returning students who do not wish to take a class but would like to use our studios must purchase an Open Studio Pass for the session, which allows users to use scheduled Open Studio hours for a particular Studio. Open Studio Passes are priced according to their specific Studio area. Please see Open Studio Pass listings for details about what is included with each type of pass.

Access to Open Studio Passes: Users must have completed a class in the same Studio within the past two years in order to purchase an Open Studio Pass. Those who wish to purchase a Metals Open Studio Pass must have completed *at least* two Metals or Jewelry classes in the Metals Studio in the past two years.

STORAGE

Studio storage for supplies and projects is limited and may be assigned by your instructor at the beginning of each session.

SESSION & ANNUAL STUDENT CLEAN OUT

Students not returning for the following class session should remove all personal belongings and projects at the end of every session. The SBMA is not responsible for storing projects and personal supplies between class sessions. Materials left unclaimed in the studio for more than 1 year will become the property of the SBMA.

SBMA TUITION AND REGISTRATION POLICIES

CLASS CANCELLATIONS

The South Bend Museum of Art makes every effort to hold each class offered. A class must be canceled when its minimum student enrollment is not reached.

Cancellations are determined no less than 3 business days before the class starts.

Summer Camp and Workshop cancellations will be determined no less than 5 business days before the start of the camp.

TRANSFERRING & WITHDRAWING FROM CLASS

Students may transfer to a different class prior to the first week of class without instructor approval. The student will be refunded or charged for any difference in price between the two classes, if there is a difference. Any transfers after the start of the class must have written instructor approval sent to the head of Studio Programs via email. There are no additional fees for transferring. Students should reach out to the SBMA office at 574-235-7156 or email Associate Curator of Education and Studio Programs neccek@southbendart.org to begin a transfer process.

If a student wishes to withdraw from a class, SBMA will refund 100% of their tuition for withdrawals that occur before the second week of class. No refunds will be given after the second week of class. For one-time workshops, withdrawals and refunds must be made before the cancellation deadline: 5 days before the workshop start date. Students should email or call Claudia Maslowski or call the office at 574-235-7156 to get a refund processed.

ABSENCES

We encourage consistent attendance in order to achieve but understand that sometimes there are circumstances in which students must be absent. SBMA does not give refunds or enrollment credits for student absences. We do not give refunds for any other reason, including but not limited to scheduling conflicts, illness, vacations, inclement weather, etc. after the end of the Refund Period.

PRORATING POLICY

SBMA does not prorate classes or Open Studio passes for any reason.

WEATHER POLICY

The South Bend Museum of Art makes the decision to close the museum independently of the South Bend Community School Corporation. The museum closings will be listed on our website and students will be notified via email.

PHOTO RELEASE

All students or their parent/legal guardian (if student is under 18) are required to fill out a Photo Release Agreement as part of their class registration. Photos and video may be used for marketing purposes to highlight studio experiences.

Thank you for choosing to make SBMA's studio your creative home. Questions, concerns, and suggestions about how we can make a better experience can be directed to Katie Neece, Assistant Curator of Education and Studio Programs neecek@southbendart.org.