

SKH Illustration Courses WAIVER

TERMS & CONDITIONS

The courses being offered by Susan Kathleen Hartung are of an educational nature, and are in no way a guarantee or promise of sale, publication, or success, in the children's publishing market. It is understood that any fee(s) paid are for information and consultation services only, that no material goods will change hands, and in no way is Susan Kathleen Hartung obligated to provide anything other than the informational services specified in the course descriptions. Students are responsible for completing each assignment by the designated due date. Any assignment submitted after the deadline may or may not receive feedback.

CANCELATION & REFUNDS

It is understood that should a student fail to complete the course work for three (3) assignments or more, or should it become apparent that a student does not have the technical skills to keep pace with the lessons, Susan Kathleen Hartung reserves the right to offer an alternative lesson plan or discontinue that students lessons at her sole discretion. Should lessons be discontinued, a refund will be issued. The dollar amount of the refund will be determined by the number of lessons remaining in the course, the initial course fee paid less the \$25.00 registration fee where applicable, and an additional \$25.00 service charge.

It is understood that a student may withdraw from a course at any time with a written request (email is acceptable). It is understood that the student will be awarded a refund based on the date upon which the written request is received, the number of lessons remaining and the initial course fee paid less the \$25.00 registration fee where applicable, and an additional \$25.00 service charge.

A student may request a leave of absence of no greater than 6 weeks. If the student does not resume their lessons or withdraw from the course within that time period, they forfeit their right to receive any refund(s). Susan Kathleen Hartung may or may not allow a student to complete the course at her discretion.

Susan Kathleen Hartung may discontinue any course or courses at any time without prior notice or cause; in such an event the student shall be refunded a dollar amount equal to the number of lessons remaining in the course. The dollar amount of the refund will be determined by the initial course fee paid and will include the \$25.00 registration fee where applicable.

PRIVACY

It is understood that Susan Kathleen Hartung will in no way exploit or publicize any work submitted without the prior written consent of its creator. It is understood that any and all personal information provided is for administrative purposes only and will not be shared, sold or otherwise distributed. By signing this waiver I certify that I, have read and understood the above information in full and agree to abide by it's terms and conditions, and that I am at least 18 years of age.

Signature/Date

Print Name

Please send this signed Waiver, Payment, and completed Enrollment form to:

**Susan Kathleen Hartung
Children's Book Illustration Courses
PO Box 565
Brooklyn, MI 49230**

OR

*If you have made your payment using PayPal
you may send this signed Waiver and completed Enrollment form as an email attachment to:

courses@susanhartung.com

Office Use Only

Date: _____ Payment: CHK / MO / PP Forms _____ Entered _____ ID _____

CHK# _____