

■ CLASS ATTENDANCE POLICY ■

New York Art Studio current student **MUST** abide by these following policies:

CLASS TIME AND ATTENDANCE

Each semester, students must decide their schedule with her/his Academic Advisor and follow the confirmed schedule. To maintain the F-1 student visa and I-20, All Student **MUST** attends every class. Students who are more than 30 minutes late will be marked "Late", 2 latenesses is equal to 1 absence. Students who leave early or more than 1 hour late will **MUST** be marked **ABSENT**. The instructor keeps attendance records. This record is kept at the school at all times. Attendance will be taken twice during the four-hour studio courses: 30 minutes after class begins and 30 minutes before class ends.

ENTRANCE REQUIREMENTS

ISAD (New York Art Studio) is proud to accept all prospective students. A private counseling include verbal and interview is granted to each student at the beginning of enrollment. During this meeting, the student's previous artworks are evaluated and considered; then an individualized course of study is designed to fit the student's needs.

CHANGE OF CLASSES/WITHDRAWALS

A student who decides to switch or withdraw from one class to another can do so without penalty two weeks before the first class starts.

LEAVES OF ABSENCE

ISAD will grant A leave of Absence if the reason is determined to be valid by the school's officials. A written request for the leave must be submitted prior to the leave of absence. A leave of absence cannot exceed thirty days. Only one Leave of Absence may be granted to a student in any 12-month period.

MAKE-UP CLASSES

If a student misses one of their regularly scheduled classes due to a legitimate excuse, they can make up this class without penalty within four weeks of the missed date, as long as this is within their registered session period. After this period, no make-up class will be allowed. Any exception will be reviewed by NYAS administration. Absence due to illness or a family emergency can be excuse.

RESPONSIBILITIES OF THE STUDENT

At the end of every semester, all "left over" art works will be thrown away during the school break. Students are responsible for their own artwork.