# VGA Instructor Payment Policy

# Definition of Terms

For purposes of this document:

* **VGA** = Village Gallery of Arts
* The **Gallery** = a synonym for VGA
* A **class** is a sequence of class sessions with the same class list for which students enroll and pay for as a single unit

—Example: 6 week Watercolor Concepts Class

—For this discussion, a 12 month course under one name is 12 different classes if students pay by the month and/or there are different class registrations for each month

—For this discussion, a course under one name meeting on Tuesday and Thursday with different class registrations are different classes

* A class session is a single class lesson (meeting on a single date and time) of a multiple week class

Example: The Thursday May 2, 10 AM, session of Watercolor Concepts

* A **workshop** is a concentrated instruction time that is one or more consecutive days.

* **Class Registration**  a list compiling the names and data of all students enrolled in the class

# Summary of Payments

In-Person at the classroom - Instructors Pay Upfront a non-refundable $25 ‘at risk’ fee consisting of:

—An advertising fee ($5 per class title)

—3 hours of classroom rental fee ($15 per class title)
This does not apply to on-line instructors.

—An administration fee ($5 per class title)

On-line instructors pay a total $5 ‘at risk’ fee (per class title – advertising\*)

**VGA**

—Collects the non-refundable fees from class instructors

—Collects class tuition from students

- Determines 30%/70% split of in-person class revenue whereby the VGA is entitled to 30% of class revenue. VGA’s 30% consists of the remaining rent balance plus any additional funds necessary to reach 30% of tuition/registration fees collected. VGA must ensure that rent balance is paid even if the rent balance due is more than the determined 30% of tuition, if so additional funds will be deducted from instructor income to cover rental obligation. This may mean that instructor gets less than the desired 70%. A rare occurrence.

On-line class revenue is split 20%/80% whereby the VGA is entitled to 20% of class revenue.

# Student Enrollment Policy

 Students may enroll in a class when available on the website prior to the class

* Tuition is due in full at enrollment for the full session (no pro-rated payments)
* **With instructor consent**, and **if the classroom is not already full**, students may:

— Enroll late by submitting payment at the gallery

—Take only some of the class by paying the pro-rated tuition. If the students are painting, etc. in the class, the classroom maximum is 12 students (During Covid-19 pandemic, classroom maximum is 8 students)

—Accounting and payment to the instructor for this class will take place AFTER the very last session
(so that all latecomers/drop-ins are accounted for and the treasurer can verify registrations).

#  \*Advertising Fee (Applies to Both In-person and On-line instructors)

* VGA currently charges member artists $25 to advertise their own artist’s gallery on its website
* Continual monthly advertising for a class requires VGA to expend more resources than to put an artist’s work on its website

# Classroom Rental Deposit (In-Person at the Classroom only)

* Based on a cost comparison of room rentals in the surrounding area, $10 per hour is a fair market rate, scaled down to account for room capacity
* The Gallery’s mission is to provide art education, and it can choose to subsidize art classes in support of its mission. Therefore, VGA offers classroom rental at half the market rate for its advertised art classes in support of its mission at $5 per hour for instruction instead of $10 per hour

# Administration Fee

* By paying this fee the instructor is engaging VGA to collect class fees and compile the class student List. As of 2020 all class registrations are being handled on line by Event Brite, through the posting of classes as events on the VGA website
* The class administration fee additionally covers the VGA's cost to manage the website and associated plug-ins to transfer the class/workshop fees collected on behalf of the instructor
* $5 is at or near market rate, since this is approximately the cost VGA incurs to process a check or handle an electronic payment