

## **DAE Student Policies & Code of Conduct**

The Digital Arts Experience Inc. prides itself on creating and maintaining a safe environment for individuals to learn and interact. As such, all attendees are expected to behave in an appropriate manner inside and outside our facility. Fighting, stealing, vandalism, the commission of any crime, and drug and alcohol use or possession are offenses that may result in suspension or expulsion, and/or notification of parents or local law enforcement. Any expulsions or suspensions shall be without refund of any money, deposit or fees.

We have a zero tolerance policy for drugs and alcohol. If any instructor, staff member, or other attendees suspect the use of drugs, and/or alcohol is present, the individual will be asked to leave. In addition, he or she may face expulsion from The Digital Arts Experience Inc.

The Digital Arts Experience Inc. is a place of collective learning and open communication. This requires the regular critique of work from instructors and peers. Our critiques are intended to help our attendees improve as artists, and develop work and creativity. All critique must be delivered in a constructive way, and malicious or belittling criticism is not acceptable.

Neither physical nor verbal bullying will be tolerated. If any attendee is caught verbally or physically attacking another attendee or staff member, he or she will be given a warning. If this behavior occurs again, he or she will face expulsion from The Digital Arts Experience Inc. without refund of any money, deposit or fees.

On some occasions the student's image, work, video, or audio recordings may be used on our web site, in printed and promotional materials for The Digital Arts Experience Inc. and its students, in photographs and videos, or in voice or sound/ music/video recordings. You recognize the nature of the use of these images and media and grant permission for their use. This permission will remain in effect beyond the time the individual is an attendee of The Digital Arts Experience Inc., unless you specify to cancel your permission. In that case we should be able to stop any further productions but will not be able to restrict already released productions. Permission to use the student's image, voice and sound/music/video recordings is sometimes helpful to promote The Digital Arts Experience Inc. and the many talents of its students and is appreciated. Please be assured that we will protect the images of our attendees and will respond to any concerns in a timely manner.

Attendees will be responsible for the storage and maintenance of their files. At no point should any work be stored locally on the computers at The Digital Arts Experience Inc. Attendees are required to bring an external hard drive to each and every class they attend. Attendees are also encouraged to back up their work regularly. By signing this document, you release and hold harmless The Digital Arts Experience Inc. from any liability for the loss of files or projects, and hereby waive any lawsuit, claim, or cause of action for damages arising from the loss of data.

A non-refundable deposit is due at the time of registration. For One on One sessions, 50% of the total balance is due at the time of registration. For all other classes, a 25% deposit is due at the time of registration and the remaining balance is due no later than the first day of the program. Rescheduling or cancellations must be made within 24 hours of the scheduled class start date & time. Cancellations made less than 24 hours before start time will result in a loss of deposit.

Our classes require a minimum number of pre-registered students. In the event of a cancellation, a 100% refund or enrollment in another session will be offered. The Digital Arts Experience Inc. is not an accredited school and does not provide career or trade education. You waive the right to legal action against The Digital Arts Experience Inc. for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students before, during, or after lesson times.