

Download our App to enjoy the conveniences & flexibility!

- View upcoming schedules
- Provide leave of absence by withdrawing class to refund the session*
- Book make up class with the refunded session within expiry date
- Book newly release workshops and holiday program
- Check out available appointment-based workshops
- Receive reminders for classes and invoice payment
- Paynow payment via app is available
- Receive announcement and progress report from the teachers

*Withdraw 3hrs before the scheduled class.



www.artlettecolours.com | hello@artlettecolours.com | 8128 5430

DOWNLOAD THE ARTLETTE APP



IOS APPLE STORE

<https://apps.apple.com/sg/app/artlette/id6447134220>



ANDRIOD GOOGLE STORE

<https://play.google.com/store/apps/details?id=com.artlettecolours>



IMPORTANT NOTICE

1. Registration & material fee is payable for each new student who joins the regular program. Material fee includes all materials & tools used in studio.
2. For kids program, the students are required to replenish their oil pastels and acrylic paints. Additional material fee is needed when student is promoted to Hobbyist or Portfolio Management program to access the new sets of art supplies.
3. Student must provide at least 3 hours' notice to withdraw from class via mobile app / portal link, otherwise session will be counted. For urgent leave of absence, please WhatsApp the respective branches. Make up classes are available for booking 15 hours prior to the commencement of the class.
4. All sessions must be utilised before program expiry date, otherwise it will be forfeited. For classes falling on Public Holiday and studio closure dates, program expiry is extended. Student can attend lessons more frequently than weekly (subject to slot availability) but strictly no extension of expiry.
5. Official student feedback is 2-3 months. Should you require more frequent updates, please feel free to approach the teachers.
6. To confirm the continuation of class, fees must be paid by the last day of the payment period, otherwise it will be considered a voluntary withdrawal. Material fee (and registration fee) will be required for re-joiners to the program.



LOGIN FOR EXISTING STUDENTS



Welcome back!

@ Email

🔒 Password

Sign In

[Forgot Password](#)

Don't have an account? [Register](#)

Are you an existing student [logging in for the first time?](#)

Click on ***“Forgot Password” OR “Are you an existing student logging in for the first time?”***

Do not 'Register' a new account / email.

First time registered user login

Submit your registered email and we'll send a link to set your password.

Email

Submit

Input the e-mail address that you have registered with us.

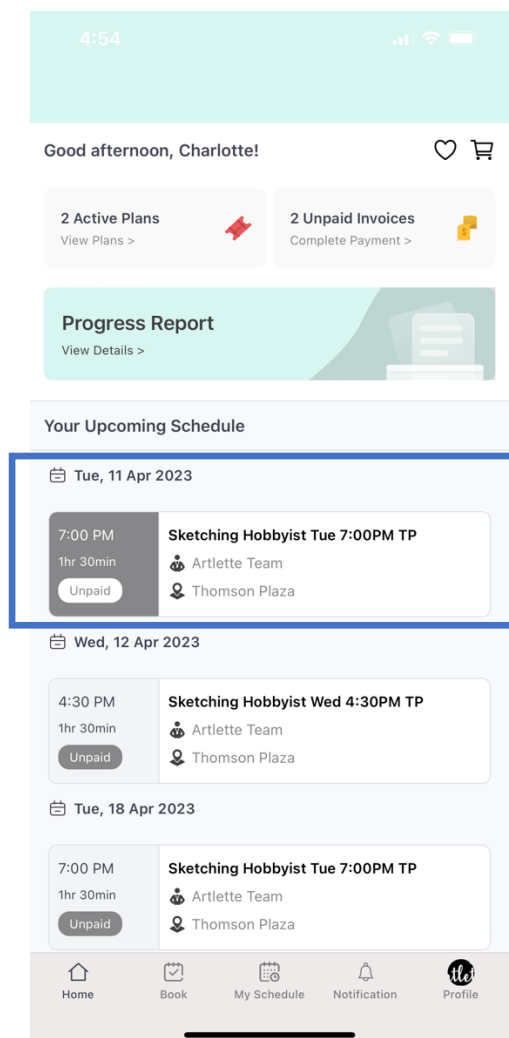
If you do not remember which e-mail you have used for the registration. Please WhatsApp us at 8128 5430.

If the email is correct, you will receive the password reset email. Otherwise, please check your spam folder as well.

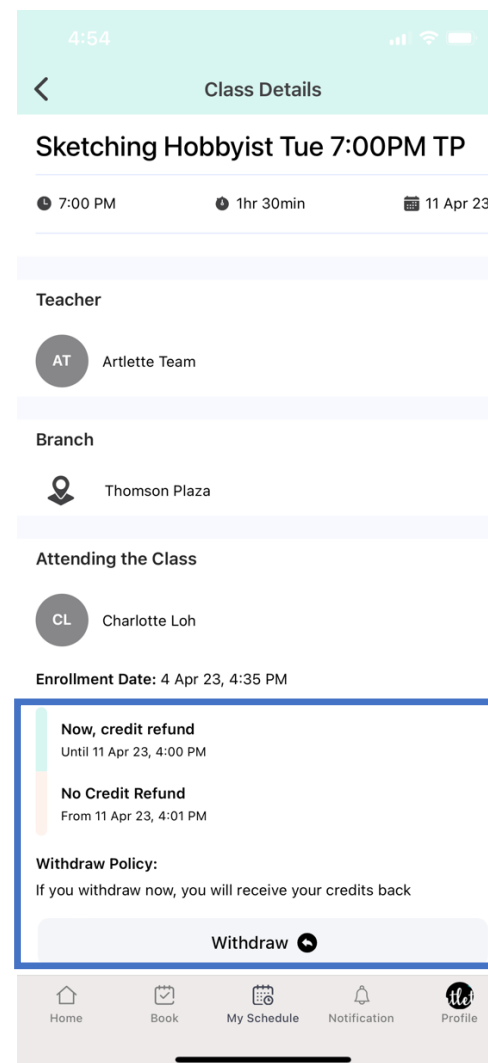
User guide for the app can be found at <https://www.artlettecolours.com/faq>

USER GUIDE TO ARTLETTE APP

1. PROVIDING LEAVE OF ABSENCE 3 HOURS BEFORE THE SCHEDULED CLASS



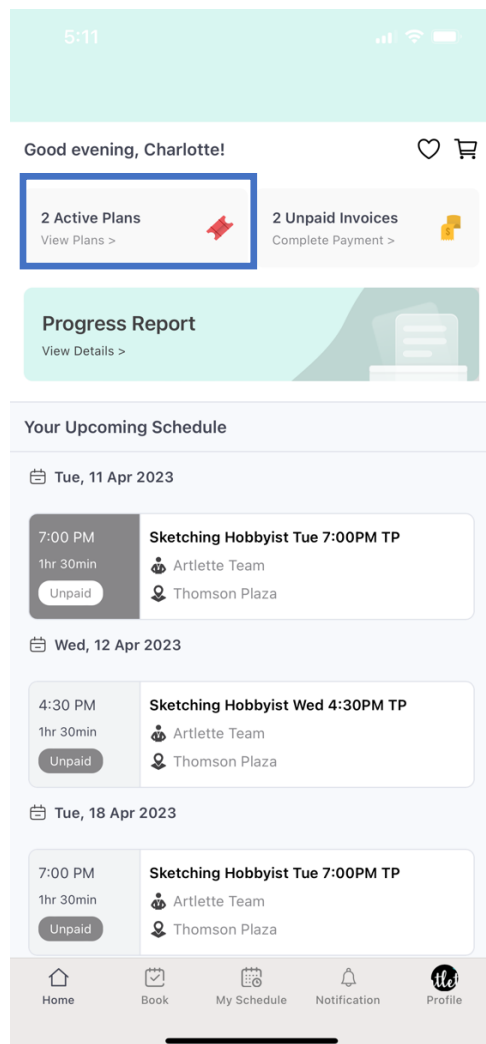
Click on the class that you cannot attend



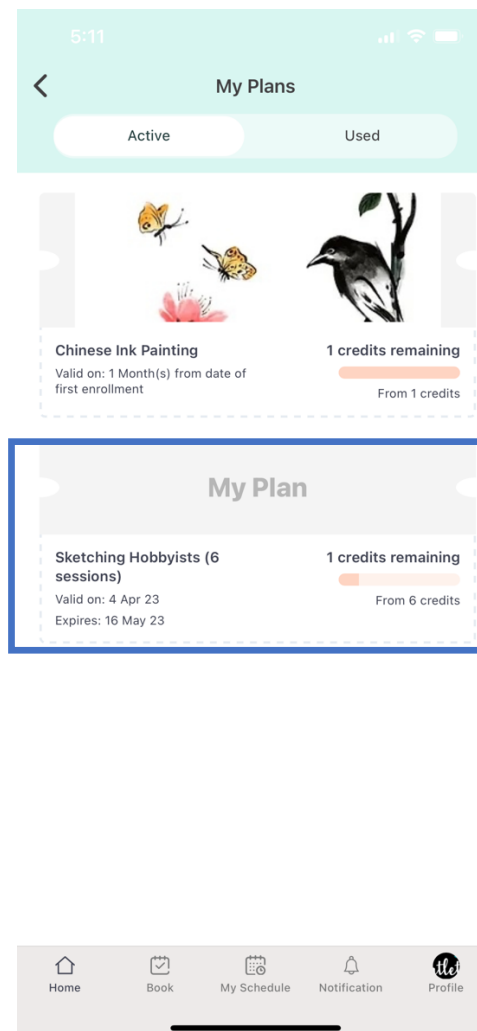
Click on 'Withdraw' to obtain the session refund when you withdraw 3 hours before scheduled class

USER GUIDE TO ARTLETTE APP

2. BOOKING MAKE-UP CLASS WITHIN PROGRAM EXPIRY

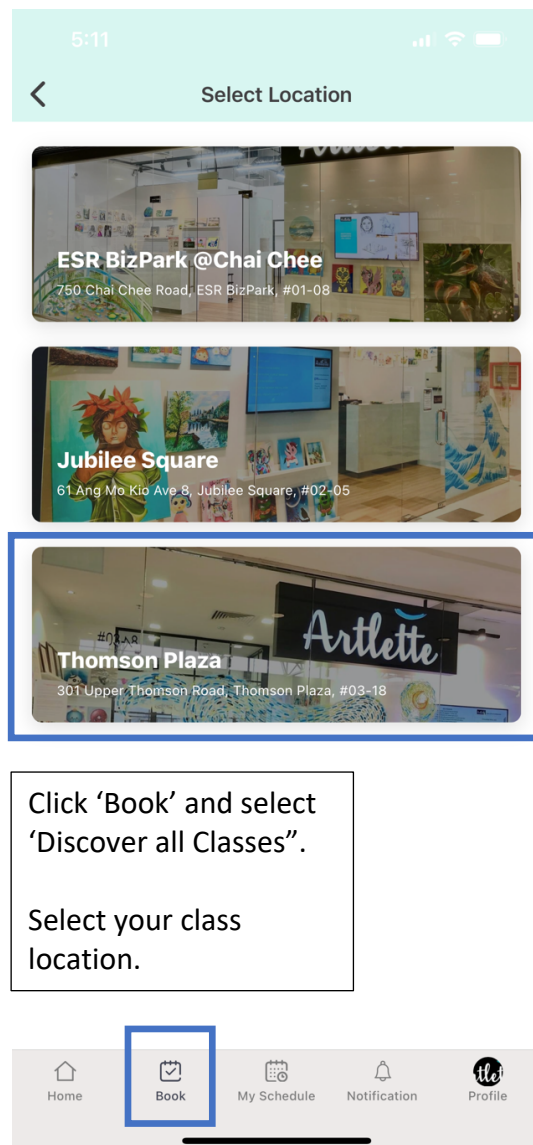


You can click on the 'Active Plans' to check the refunded session



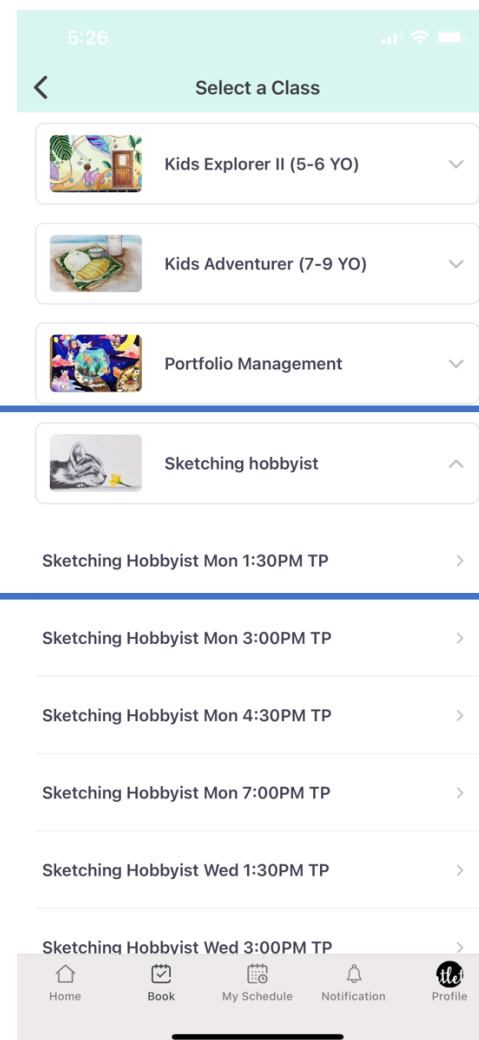
1 session is refunded. This session has to be rebooked within program expiry (e.g. 16 May 2023)

USER GUIDE TO ARTLETTE APP



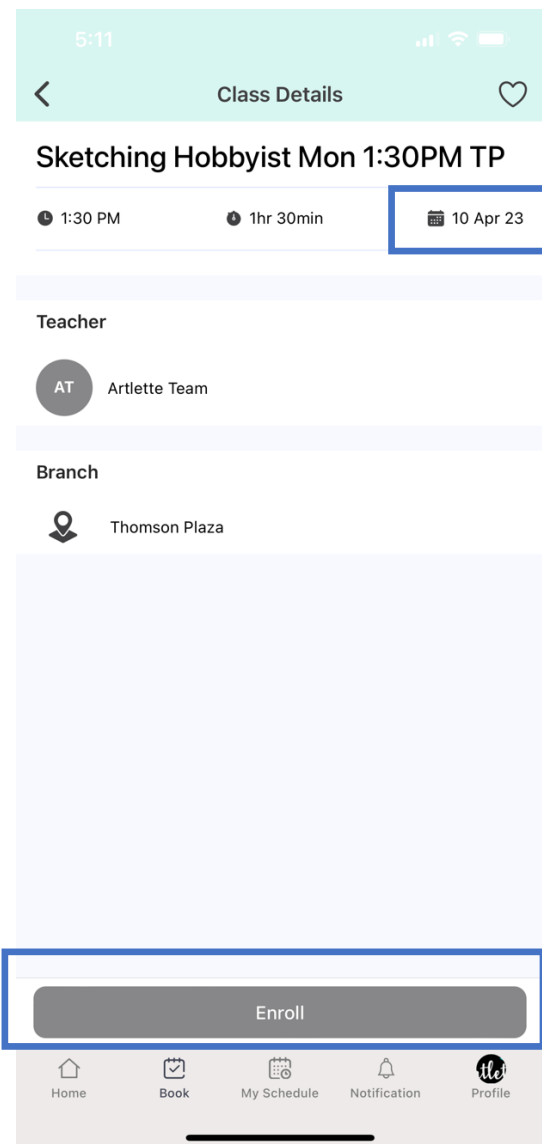
Click 'Book' and select 'Discover all Classes'.

Select your class location.



Click on your program ad choose the make-up class.

USER GUIDE TO ARTLETTE APP



Ensure the make-up class is within program expiry.

Click 'Enroll' and your make-up class is confirmed.