

## **REGISTRATION & REFUND POLICY**

Included in each course registration is a non-refundable \$25 registration fee. Any cancellation must be received in writing, via email or letter, as well as a phone call, at least 7 days prior to the start of the class or workshop. Email or handwritten, to include date, name of constituent, name and date of class. Students who meet this requirement will receive a full tuition refund minus the \$25 registration fee, or minus \$100 for visiting artist workshops. If a student requests a transfer to another class during the session or to the following session, there will be a \$10 processing fee charged. There may be an additional amount charged if the new class costs more than the original class. Class/workshop fee is non-refundable if student withdraws less than seven business days before the start of the class/workshop.

**Visiting Artist Workshops:** These workshops are conducted by artists that come from all areas of the country. The Lighthouse ArtCenter is excited to provide students with a broad range of educational experiences, diverse programming, and opportunities to learn from various experts in the fine arts field. For this reason, we rely on each student's commitment to attend these workshops in order to support travel and instructor compensation for these artists.

-100% refund up to the registration deadline. Registration deadlines are in the workshop description prior to registration and are typically 1 month or 3 weeks before the first day of the workshop.

-50% refund 14 days prior to the first day of the workshop

-25% refund 7 days prior to the first day of the workshop

-0 refunds on any cancellation less than 7 days

## **PRIORITY REGISTRATION**

Early registration for all classes is open to members of the Benefactor level and above, as soon as dates are announced.

## **MISSED CLASSES**

The Lighthouse ArtCenter staff always does its best to accommodate all students. The School of Art is NOT responsible for providing students with make-up classes when a student has missed a class for any reason not the fault of the faculty or the School of Art. There are no refunds or make-ups for missed classes. Upon request, we will issue a tax deductible contribution receipt for missed classes.

## **THERE IS NO PRORATING COURSE CHANGES/CANCELLED COURSES**

The School of Art reserves the right to substitute instructors for any of its classes at any point in any term and to change its calendar, withdraw or modify a course at any time. Classes or workshops canceled due to inclement weather will be rescheduled according to teacher & studio availability. Students enrolled in courses which are cancelled by the School of Art will receive a full refund. In the event that a course or workshop is canceled, every effort will be made to notify students as quickly as possible. If we do not have minimum participation, we will notify registered students by phone within 48 hours of start of workshop. Offsite classes (i.e., Plein Air) will receive emails the evening before class announcing the location.