

Enrollment and withdrawal policies

For courses to be conducted a minimum enrollment is required. In addition, there is a maximum enrollment based on the studio size, equipment and the instructor's requirements. Class sizes are limited and are filled in the order received. Registrations will not be processed without payment.

In the event that a course or workshop is cancelled due to low enrollment, **notice will be given, via email, FOUR DAYS** prior to the course or workshop start date. We encourage you to register early to avoid cancellations.

You may withdraw from class one week prior to the start of class and receive a full refund (minus a \$25 cancellation fee) Notice must be given in writing or email.

There will be no refunds if you withdraw after that, unless we have a waitlist and another student enrolls in the class.

Workshop withdraw policies: If you have registered for a workshop, cancellations must be made in writing or email two full weeks prior to the start of the workshop to receive a refund (minus a \$25 cancellation fee).

Attendance

There are no make-ups or refunds if a student cannot attend a regularly scheduled class or make-up class or workshop. The Alan James Art School is not able to pro-rate classes, for any reason, so timely registration is essential. Students who cannot attend a regularly scheduled class or workshop cannot substitute another person in their place.

Weather Closings

Classes or workshops not held due to bad weather will be rescheduled according to studio availability. There are no refunds due to classes or workshops not held due to bad weather. If a class needs to be cancelled for any other reason, instructors will contact students to let them know.

Waiting Lists

Class sizes are limited and are filled in the order received. Early registration will help to ensure that classes don't get cancelled due to low enrollment. Once a class is filled, you will be put on a waiting list for cancellations. Spots that open will be filled in the order the waitlist was filled.

Course or Workshop Changes

The Alan James Art School reserves the right to change its calendar, withdraw or modify courses or workshops. Classes or workshops not held due to bad weather or instructor's absence will be rescheduled according to studio availability, typically the week after a session ends.

Class Cancellations

In the event a course or workshop is cancelled due to low enrollment or teacher's absence, notice will be given **FOUR DAYS** prior to the course or workshop start date via email. If the Alan James Art School cancels a course or workshop, all fees will be refunded to the student.

Class Levels

All adult classes are designated as beginning, intermediate or advanced.