

COURSE REGISTRATION POLICIES

REFUNDS

100% of tuition (less a \$25 processing fee) will be refunded if a student elects to drop or transfer a class no later than two weeks before the day of the first-class meeting.

50% of tuition (less a \$25 processing fee) will be refunded if a student drops or transfers a class no later than one week before the day of the first-class meeting.

No refunds will be issued with less than a one-week (7 days) notice before the beginning of the session. After this period, if a participant elects to drop, tuition and fees will NOT be refunded for any reason except documented medical emergencies. Neither the CCAC nor our instructors are responsible for a student's personal schedule and how that may affect the student's class attendance.

There are no other exceptions to this policy. There are no make-up sessions for missed classes. Your instructor will do their best to catch you up the following week.

TRANSFERS

Any request to transfer from one class to another must be made prior to the second-class meeting. A \$10 transfer fee will be applied to any transfer. Transfers may only occur within the same quarter of classes and cannot be applied to future quarters.

CREDITS/VOUCHERS

CCAC does not offer credit or vouchers towards future classes.

LATE REGISTRATION

Late registrations are only allowed for classes that do not have full enrollment. A \$10 late fee is added to any course registration received after its first meeting.

WAITLISTS

If a class is fully enrolled, you may email us directly to be placed on a wait list. Should a space become available, we will contact you by email with registration details and a payment deadline. If we do not receive payment by the specified deadline, your space will be offered to the next student on the waitlist.

COURSE CANCELLATIONS

Classes with insufficient enrollment may be cancelled. In the event of a cancellation, CCAC will make every effort to notify students no less than three days before the scheduled start date. If CCAC cancels a class before its start date, a 100% refund will be automatically issued.

SUPPLY FEES

Supply fees are included in the cost of all children and teen classes and most of our one-time workshops for adults. Our class registration system will alert you as to whether supplies are included in the cost of your class. If you are responsible for purchasing any additional supplies, we will email you one week

prior to your class start date with your supply list. Please come to your first class prepared with your unopened supplies. Their use will be discussed in greater detail during the first class.

CCAC CLASS CONDUCT POLICY

Students enrolled in courses are required to obey all safety standards and policies established by instructors. Some media carry inherent hazards, which will be discussed by instructors at the first-class meeting. CCAC is not liable for any personal injury or loss of property, including art work belonging to any student. No student will be denied admission based on race, sex, or ethnic origin. However, because of the need for group cooperation in classes, the CCAC reserves the option of refusing admission to any person deemed incompatible with any class group due to disruptiveness, or for any impediment to the learning process of the group.

WEATHER POLICY

In the event of inclement weather, CCAC will make a decision regarding closure and will update our website and Facebook page to reflect the status of our campus. Please note that our closure policy, while informed by Stafford County, will not always reflect the same closure status. We will make good faith efforts to reschedule and provide make-ups for classes canceled due to weather or emergency conditions.

CCAC HOLIDAYS

New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. These holidays, weather-related closures, or any additional days designated by the instructor may require make-up dates to be scheduled with students.

CHILD MEDICAL INFORMATION

When registering your child for a CCAC youth or teen course, the system will ask you for any medical or allergy information about your child. Please complete this information thoroughly. If you have any additional health or behavioral information that may affect your child's participation in classes at CCAC, please contact us immediately. CCAC's classes are staffed by art instructors, not care specialists or medical practitioners and as a small organization, CCAC does not have the resources to provide specialized, one-on-one care for individual students. If your child requires individual care, you must provide an aide/parent to be present with the child in class throughout the entire class session.

Please understand that Corgi Clay Art Center is a small business, and we rely on customers like you to help this studio thrive! We look forward to meeting you!