



## **CLASS PAYMENT AND REFUND POLICY – 2017/18**

- Enrollment is only guaranteed with pre-registration and full payment.
- Classes require a minimum of 4 students. If a class does not meet the minimum it will be cancelled 24-48 hours prior to class start. Students will be notified via email and phone. A full refund will be issued if a class is cancelled by the Alliance.
- Student cancellations must be submitted in writing and can be emailed to [bcouse@artinlee.org](mailto:bcouse@artinlee.org).
- All student cancellations with 1 week (or more) written notice prior to class start date will receive a full refund minus a \$10 administration fee.
- All student cancellations with less than 1 week written notice prior to class start date will be subject to the \$10 administration fee and 50% cancellation fee.
- No refund, credits, or transfers will be applied on or after the course start date.
- Pro-rate registration is not available prior to a class start nor without specific instructor permission.
- No refunds, credits, or make-ups will be offered for missed classes.
- A \$15 fee will be charged on all returned checks.