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**CLASS PAYMENT AND REFUND POLICY – 2019/20**

* 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.