



Chester County Art Association

Policies & Procedures: Updated August 2022

Programs: General

Art Supplies

Please check course descriptions for supply lists or supply fees due to the instructor on the first day of class. Some programs include partial or all materials. Most supplies can be found through online art retailers or at local stores like Michael's.

Photo Release

CCAA programs and students are sometimes photographed for publicity purposes such as brochures, advertising, and other promotional materials. Permission to be included in publicity is implied by enrollment. If you or a family member do not wish to be included in publicity, please email assistant@chestercountyarts.org.

Special Circumstances

Please notify CCAA staff of any medical conditions, allergies, learning accommodations or social needs that might affect participation. All CCAA summer camp participants must fill out a medical information form.

Programs: Enrollment, Payments, Account Credit & Refunds

CCAA Reserves the Right to:

- Make changes in programs, schedules and instructors when necessary.
- Reschedule, postpone and/or cancel classes due to insufficient enrollment. Typically, a minimum of 3 students is required to run a class.
- Cancel or refuse registration of a student who is disruptive or interferes with the ability of other students to enjoy their class.

CCAA Cancellations:

If CCAA has to cancel a course for any reason, students will be notified and receive a full refund or class credit if they would prefer.

Refunds & Account Credit:

All CCAA classes/workshops are non-refundable, unless cancelled by the organization. Class credit is given for all withdrawals up to 48 hours prior to the first day of class. These credits do not expire and can be used on any class, camp, or workshop.

Absences

Refunds and credits are not issued for classes missed. Please email assistant@chestercountyarts.org with any questions regarding this policy.

Class Confirmations

CCAA does not currently send class or camp confirmations; please be sure to mark your calendars accordingly.

Wait Lists

In the event a class is full but offers a wait list, students will be contacted if a space becomes available. At that time payment must be made for the program.

Tuition Assistance and Scholarships

Please reach out to assistant@chestercountyarts.org for information on any available scholarships.

Tuition Payments

Payments can be made online, in person, or over the phone. CCAA accepts Visa, MasterCard, Discover, cash and checks payable to CCAA. Tuition payments must be made in order to complete a registration.

Art Sales**Pricing**

All art sales support individual artists and CCAA. The price for each piece is determined by the artist. For every purchase, the artist receives 60% and CCAA retains 40%.

Art Purchases

Artwork sales are non-refundable.

Gift Store Purchases

Artwork purchases in the ShopArt gift stores are non-refundable. Store credit is offered if returned within 14 days of purchase.