



Chester County Art Association

Policies & Procedures

Programs: General

Art Supplies

Please check the course description to see what art supplies are needed. Some programs include partial or all materials. Most supplies can be found through online art retailers like Blick and 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.

Children's Special Circumstances

Parents must update their family or child's accounts when registering to notify us of any medical conditions, allergies, learning accommodations or social needs that might affect their participation in our programs.

Student Waiver Form for Summer Art Camps

A signed Student Waiver Form, which outlines our policies regarding pickup, accommodations, photo release and emergency contact information, must be completed prior to the first day of camp in order for campers to participate.

Programs: Enrollment, 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 4 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.

Withdrawals

We offer full account credit for withdrawals made up to 48 business hours prior to the first class. After 48 business hours prior to the first class, there are no credits issued. Please call to speak to a staff member as messages are not an acceptable confirmation of cancellation.

Note: No refunds are made unless CCAA has to cancel the program.

Account Credit

Account credit can be used for future classes/workshops, art purchases, gift store items and gift certificates in any denomination.

Absences

Refunds and credits are not issued for classes missed as a result of illness, personal emergencies, or any other event beyond CCAA's control after the start of class. No adjustments can be made for student absences.

Note: In some cases, we may be able to prorate class tuition if discussed prior to registration. Determining factors include how individual programs are structured and instructors are paid as well as how many other students are enrolled. We typically require a minimum of 4 students to run a class.

Confirmations

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

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.

Senior Discount

Students age 60+, who are not Senior Members, may request a 10% senior discount up to \$30.

Tuition Assistance or Payment Plan

CCAA wants to make art accessible to all. Please let us know if the cost of a program places undue financial hardship on you or your family. Some scholarships are available, and the application is available online. To request a payment plan, call the office or email assistant@chestercountyarts.org.

Tuition Payments

If mailing a check for class registration, please consider calling the office to request that a space be held for you. For popular programs, this will help ensure your spot in case of mail delays.

Payments can be made online, in person, over the phone and by mail. CCAA accepts Visa and MasterCard, cash and checks payable to CCAA. A fee of \$25.00 will be charged for returned checks due to insufficient funds.

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 65% and CCAA retains 35%.

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.