



# Chester County Art Association

## Class/Workshop Policies & Procedures: Updated December 2021

### Programs: General

#### **Art Supplies**

Please check course descriptions for supply lists or supply fees due to the instructor. 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](mailto:assistant@chestercountyarts.org).

#### **Children's Special Circumstances**

Parents must notify CCAA staff of any medical conditions, allergies, learning accommodations or social needs that might affect their participation.

### 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 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:**

In lieu of refunds, account credit is given for all withdrawals up to 48 hours prior to the first day of class.

**Account Credit**

Account credit can be used for any future classes/workshops and does not expire.

**Absences**

Refunds and credits are not issued for classes missed. 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 how many other students are enrolled. We typically require a minimum of 3 students to run a 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**

At this time, CCAA is unable to offer tuition assistance and scholarships. We hope to begin to offer this assistance again soon.

**Tuition Payments**

Payments can be made online, in person, or over the phone. CCAA accepts Visa, MasterCard, Discover, cash and checks payable to CCAA

