



Chester County Art Association

Policies & Procedures: Updated May 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 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 notify CCAA staff of any medical conditions, allergies, learning accommodations or social needs that might affect their participation.

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 to 5 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 any future classes/workshops.

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.

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 in 2022.

Tuition Payments

Payments can be made online, in person, or over the phone. 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 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.