

THE ART SCHOOL POLICIES & PROCEDURES

Registration is on a first-come, first-served basis. Payment is due in full at the time of registration. Registrations will be accepted until the second week of class if space is available, however, tuition will not be prorated.

PAYMENT: Registration is accepted by mail, phone, in person, or on the web. Registrations are not accepted in the classroom. The following payments are accepted: Cash, Check, VISA, MasterCard and Discover.

RETURNED CHECKS: A \$25.00 service charge is applied to any check returned due to insufficient funds.

REFUNDS: Refunds (less a \$10 processing fee) will be given ONLY when a registrant withdraws from a class at least one week prior to the first class session. NO CASH REFUNDS WILL BE MADE AFTER THE ONE WEEK ADVANCE DEADLINE. In addition, there are no refunds for missed class sessions.

CANCELLATIONS: PCCA reserves the right to cancel any class when there is insufficient enrollment. Registrants will be notified and will receive a full refund.

FACULTY SUBSTITUTIONS: PCCA may find it necessary to substitute faculty at any time during the class term. A change in faculty does not grant students the right to a refund once the class has started.

INCLEMENT WEATHER: PCCA classes will meet as scheduled regardless of school closings due to weather. If PCCA finds it necessary to close as a result of severe weather conditions, cancellation information will be posted on the phone system recording at 248.651.4110. Class sessions cancelled for inclement weather by PCCA will be rescheduled whenever possible.

MATERIALS: All supplies are provided for youth classes unless specifically noted in the class description. Adult students are required to purchase their own supplies. A materials list will be provided at registration and is also available on the PCCA website. PCCA does not reimburse for unused supplies. All materials can be purchased online at Utrecht.com or DickBlick.com, and at Greens in Rochester. All 3 vendors offer discounts to PCCA students.

PROMOTIONAL PHOTOGRAPHY: PCCA reserves the right to photograph activities that occur on its premises including students in class and student artwork for use in PCCA's promotional materials. Please notify the instructor or PCCA Staff in advance of the start of class if this is a concern.

CHILD DROP-OFF/PICK-UP: For the safety of young students, PCCA requires that parents do not drop children off more than 10 minutes prior to the start of class and always pick children up within 5 minutes following class. In the case of an emergency when a child cannot be picked up from class on time, please alert PCCA by calling 248.651.4110.

PERSONAL ITEMS: PCCA is not responsible for personal items left in the classroom or artwork not picked up by the second week following the end of class.

SCHOLARSHIPS: Limited need-based scholarships are available, for an application please call PCCA at 248.651.4110.