

# **Blue Ridge Mountains Arts Association / The Art Center Workshop and Class Payment Policy**

## **Class & Workshop Payments**

Full payment is required at the time of registration. Registration payments may be completed either online (when applicable), or by contacting the Art Center via phone, or in person at the Art Center. Member discount(s) are applicable only on courses over \$35. Member discounts are not applicable for supply fees as they are associated to an outside cost of goods for the workshop/class. There is a \$30 returned check fee for any NSF/ returned check payment(s).

## **Payment Packages & Ongoing Classes (i.e. Yoga, Music, Dance lessons)**

Classes with payment package set pricing are not applicable for member or additional discounts. Class packages provide a rate benefit and may not be combined for other discounts. Ongoing classes such as music lessons, art by appointment and dance are not applicable for member discounts.

## **Cancellation & Transfers**

Class fees will not be refunded within (5) calendar days prior to the start of the class/ workshop (unless the class is cancelled by the Art Center). Under certain circumstances and at the discretion of the Art Center, other cancellations made by the student made (5) days or less prior to the start date are subject to a \$30 administrative cancellation fee. Payments are transferable to another workshop/class if intent to withdraw is made *at least* one week prior to the beginning of the workshop/class. Payments may be transferred **one time only and must be redeemed by December of that calendar year in which you enrolled.** Enrollment numbers determine whether or not a workshop/class will proceed, all payments will be forfeited if intent to withdraw, or transfer is given less than one week prior to the workshop/class start date.

## **Cancellations by the Instructor or The Art Center**

Payments will be fully refunded. If your enrollment was a transfer from a previous workshop then the payments will not be refunded but you will still have the option to transfer to another workshop/class within the calendar year. Any price difference from the originally scheduled workshop/class to the transferred workshop/class is the responsibility of the student and must be completed prior to the beginning of the newly scheduled workshop/class.

## **Other suggestions to insure that your workshop experience is a positive one...**

If a supply lists is applicable for your workshop/class, they are available via The Art Center. Please do not hesitate to contact us either by email or in person to ensure you come to your workshop/class prepared.

For fine art supplies, we recommend The Art Supply Station, located in The Art Center Mahan Gallery.

For registration, course information, or cancellation & payment policy questions, please do not hesitate to contact Ginger Yaxley, programming coordinator, at [BlueRidgeArts.Programming@gmail.com](mailto:BlueRidgeArts.Programming@gmail.com) or (706) 258-4322.

*At the end of the workshop week, please be sure to complete your course evaluation. This helps the Blue Ridge Mountains Arts Association and The Art Center provide our students with the highest quality artistic programming.*