

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

## **Class Policy**

Although we love pets, there are no animals allowed in classrooms except Service Animals that are specifically trained to aid a disabled person. Please note that documentation will be required. Thank you for your understanding.

## **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 or more. Member discounts are not applicable for supply fees as they are associated with 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, yoga, and dance classes are not applicable for member discounts.**

## **Cancellation & Transfers**

Class fees will not be refunded within (7) calendar days prior to the start of the class/ workshop (unless the class is cancelled by the Art Center). Music fees will not be refunded if class is cancelled by student within 24 hours prior to music lesson. Under certain circumstances and at the discretion of the Art Center, other cancellations by the student made 21 – 14 days prior to the class 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.** All payments will be forfeited if intent to withdraw or transfer is not given 7 days prior to the workshop/class start date. Also, if a student starts a workshop/class and then leaves before the workshop/class is over, NO refunds will be offered. And NO refunds will be issued after the class start date.

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

The Art Center will conduct classes for which a minimum number of students are registered. If the Art Center or Instructor must cancel a class, registered students will be given the opportunity to transfer to another class OR receive a full refund without penalty. 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.

Please do not hesitate to contact us with questions or concerns either by email, phone, or in person to ensure you come to your workshop/class prepared. Email [Programming@brmaa.org](mailto:Programming@brmaa.org) or call the Programming coordinator at (706)258-4322 or the Art Center main line at (706)632-2144. Thank you for supporting our artist instructors and the Art Center. We look forward to seeing you in class.