

Barrett School of Art
Tuition, Enrollment and Cancellation Policy

Students are considered registered when tuition has been received in full. Students who wish to mail a check, or bring a check to the first session, may hold their place in class with a credit card. If a check is not received within 7 (seven) business days after registering, tuition will be charged to the card on file. BAC reserves the right to cancel an incomplete registration after attempts have been made to contact the student. A minimum enrollment is required for all classes to run. If a class is full, students will be wait-listed if they provide credit card information, and then notified if space becomes available, completing their registration.

If a class is canceled due to low enrollment, students will be given 2 days notice. They will then be given the option of applying their tuition to another class or may request a full refund at no additional charge. Students should allow two weeks for processing of refunds. Memberships and materials purchased at the time of registration are non-refundable. Students will receive a confirmation of registration and a materials list, if any, via e-mail.

There are no refunds or credits given for missing a regularly scheduled class or workshop, except in the case of medical emergency or other extenuating circumstance. If a refund is granted, a \$15.00 administrative fee will be charged. However a student enrolled in ongoing courses may request a make-up date if (s)he needs to miss a session due to a medical emergency or other extenuating circumstance. Requests must be made in writing to the Program Director.

If a student must miss a class for reasons that are not of an emergency nature, he or she may donate the tuition for the missed class(es) back to Barrett Art Center as a tax-deductible contribution which will be acknowledged with a receipt for tax purposes.

This policy is strictly enforced so that Barrett Art Center can meet its obligations to its instructors.”