



22 Foster Street
Peabody, MA 01960
978.548.5855
www.arcworksart.org

CLASS SIGN-UP & CANCELLATION POLICY (revised 6.1.15 and supersedes all previous)

Sign-up Policies

- Students are accepted on a first-come first serve basis. If a program is full, prospective students can ask to be put on a wait list and will be notified if space becomes available.
- Students may sign up for any class by contacting Emma Thurgood, the Business Manager. All sign-ups must be in person with cash, check, or credit card **OR** by phone with a credit card.
- **A \$25 non-refundable deposit** is required at time of sign-up to hold a student's place in the class. The remaining balance of class fees must be paid within 7 days before the start of the first class day.
- **Sign up and fees are for all days of the class.** At this time, ArcWorks is not able to offer or provide prorated fees for students who are not able to attend all four days of a class offering.
- Once a student's registration is confirmed, they will receive a confirmation email with any materials list provided by the instructor. Students are responsible for the purchase of any necessary materials for the class indicated on the materials list.

Cancellation Policies

- Students may cancel their registration for a class at any time for any reason.
- Students who cancel their registration for a class **8 or more days** before the start of the first class day are eligible for a full refund of the fees they have paid, less the \$25 non-refundable deposit.
- Students who cancel their registration **7 or less days** before the start of the first class day are not entitled to a refund of any fees that they have paid. In this case, students can transfer their paid fees to an alternate available class offering.
- If a full class session is cancelled by ArcWorks due to insufficient enrollment or any other reason, students will receive a full refund of all fees, including the \$25 deposit.
- If a singular class day is cancelled due to weather or other unpredictable circumstances, the class day will be added on to the back of the class session, extending the session by one week.
EXAMPLE: Classes are Tuesdays, 6-8pm July 7-28. July 28th class day is cancelled due to weather, it will be rescheduled to the following Tuesday, 6-8pm August 4th.

IMPORTANT: Program titles, instructors, fees, dates and times are subject to change. Please always call to confirm the offering you are interested in. Thank you.
