

ARTISTS LEAGUE OF THE SANDHILLS

**POLICY: Registration/Cancellation for Classes and Workshops
Effective September 1, 2011**

Classes:

Registration is made at the League Office during normal business hours. Registration and payment by mail or phone is acceptable with check or credit card.

Payment is to be made in full at time of registration. A receipt will be issued to serve as confirmation of registration. Supply lists will be provided at registration.

Cancellation by the enrollee must be received by the League no less than 14 days prior to commencement of the first class to receive a refund or transfer of fees paid. Should an enrollee cancel less than 14 days prior to class, the office will offer that spot to the next person on the waiting list. If there is no waiting list, the enrollee may, after consultation with the office, offer their spot to someone else. *All changes regarding registration must be made through the office.*

Workshops:

Registration is with the Administrative Assistant at the League Office during normal business hours. Registration and payment may be made by mail or phone with check or credit card

Payment: A minimum of **\$60.00 deposit** is required at the time of registration. A receipt will be issued to serve as confirmation of registration. There is a **non-refundable fee of \$30.00** if enrollee cancels or transfers to another class or workshop. The *remaining balance* must be paid to the Administrative Assistant at least 45 days prior to the first day of the workshop. Failure to do so, may mean loss of your place in the workshop if there is a waiting list.

Cancellation or transfer to another class or workshop by the enrollee must be received by the League no less than 45 days prior to the first day of the workshop in order to receive a refund of monies paid **except for the non-refundable \$30**. Transfers to another workshop or class will not include the **non-refundable \$30**. Cancellations or changes less than 45 days prior will receive NO refund or transfer unless a waiting list exists and the space is successfully sold. Should an enrollee cancel less than 45 days prior to the workshop, the office will offer that spot to the next person on the waiting list. If there is no waiting list, the enrollee may, after consultation with the office, offer their spot to someone else. *All changes regarding registration must be made through the office.*

Cancellation by the League

Should a class or workshop be cancelled by the League, the enrollee will be promptly notified and a full refund of monies paid or transferred to other workshops or classes.

Enrollees unable to complete class/workshop:

Refunds will not be issued.

Approved: Karen C. Simon (President)

Revised and accepted by the Board (8/8/11)

Documents/Policies/Registration Policy