

## REGISTRATION, WITHDRAWAL BY STUDENT & CLASS CANCELLATIONS

Registration: Classes are filled on a first come, first serve basis. Registration may be made by mail, through the website, by phone or in person. Registrations will not be accepted as complete without full payment at the time of registration. Any material fee charged by the instructor will be collected by the instructor at the time of the class. All registered students will receive a written paid receipt of their registration. Students should bring this receipt with them to the first scheduled class to confirm registration. Registration of children needs to be done by their parent or guardian.

### Refunds:

A full refund will be issued for withdrawals of more than 14 days before the class. Students withdrawing 2-14 days before the class will receive a 50% refund. No refunds will be issued with less than 48 hours notice.

The Art League of Ocean City must be notified of class withdrawal via email, phone, or in person. Refunds will be mailed approximately one week after class was completed. Instructors will not be paid for "no-shows" and the ALOC will retain the paid registration fee. NOTE: Some instructors have their own specific refund policy and their policies will be followed when included in the ALOC class marketing materials.

Cancellations: If it is necessary for the Art League of Ocean City to cancel a class for any reason, all registered participants will be informed as soon as possible and registered participants will receive a full refund of their unused course fee.

Inclement Weather: The Art League of Ocean City follows the Worcester County school closing schedule. In the event that schools are closed, the Art League of Ocean City will close and cancel all classes scheduled for that day.

Terms & Conditions: The Art League of Ocean City reserves the right to relocate, combine, or re-schedule classes, to substitute an appropriate class instructor when necessary or to make an exception to this policy for extenuating circumstances. No student will be denied admission on the basis of race, color, gender or ethnic origin. However, the Art League of Ocean City reserves the right to refuse enrollment to participants with a history of disruptive behavior or for any impediment to the learning process of the group as a whole.

Publicity Policy: By registering for this class, you are consenting to allow the Art League of Ocean City, MD to use you / your child's image for publicity purposes unless you opt out when signing attendance sheet at start of class.