



Policies for 2010 Weekly Classes

REGISTRATION

Registrations are accepted on a first-come, first served basis. Payment must be received to guarantee a space in any class. The tuition for the first class/classes and the annual \$15 registration fee are due with the registration form. Please send the completed form with payment to **Sahli School of Art, 27523 Pine Valley Drive, Evergreen, CO 80439**

In addition, please provide your email address for future communications. A confirmation letter will be mailed or e-mailed after receipt of fee and payment. For information call 866-670-8615 or email info@sahlistudio.com.

SUPPLIES

For your convenience, the required art supplies the classes can be purchased through Sahli School of Art at discounted prices. A supply list and order form will be included with confirmation letter and with invoices. A complete set of supplies (except for canvases and paper towels) can be "rented" from SSOA for \$37 per class – paint, brushes, painting medium, palette, palette knife will be provided.

COSTS

Tuition is based on a 1 class/drop in rate or on the purchase of 4 class package. A \$15 **non-refundable** annual registration fee is due with the first registration for all workshops and classes.

Students enrolled in classes will receive an invoice prior to the class. For drop-in participation, payment must be made before the start of the class or upon arrival at Sahli School of Art. For 4-Class Packages, payment is due before the start of the first class in the series; and dates of class participation must be included with payment.

REFUND POLICIES AND CANCELLATION POLICIES

Once payment has been received, there will be no rescheduling and no refunds.
There is no refund for no-shows or withdrawals after the class begins.

PLEASE NOTE: Sahli School of Art is not responsible for providing make-ups or issuing refunds, credits or transfers for days or entire classes missed as a result of illness, emergencies or other events beyond the SSOA's control. Lightening is the only weather condition for which the plein air class will be cancelled. Students will receive a full tuition refund only in the event that Sahli School of Art cancels the class.

These policies are firmly enforced. Call SSOA prior to registering if you have any questions regarding cancellation and refund policies. Contact our office for a complete copy of Sahli School of Art Policy.

PAYMENT METHOD INFORMATION

- **Credit Card Adjustments (Credit Card Payments):** When you pay by credit card and there is an adjustment made to the charges paid, we are required to credit the credit card account used to make the payment. It is our policy to refund credit card charges by reimbursing through your credit card. We do not refund in cash or check when payment was made with your credit card. Please allow two weeks for your credit card refund to be processed. If you do not receive your credit card refund within that time period, please contact our office at (303) 670-8615.
- **Check Payment Refunds:** When you pay by check and there is an adjustment made to the charges paid, a refund check will be issued within six weeks from the date the check was deposited. If you do not receive your refund check after that time period, please contact our office at (303) 670-8615.

August 2010