

# Class Registration and Refund Policies



## *Crafts - Discover Life's Little Pleasures*

### **Reservations**

Please reserve the class or classes of your choice early as space for certain classes is limited. Paid reservations will be accepted on a first-come basis. You may ask to be put on a waiting list for filled classes and will be notified as soon as possible in the event of cancellation. Payment in full is required for each class to ensure your reservation and may be made in person at the Arts & Crafts Center, Bldg. 334. A supply list for each class will be provided at the time of registration. Materials are not included in class fees unless otherwise noted.

### **Refund Policy**

Refunds will be given when:

1. A class is cancelled by the instructor or the Arts & Crafts Center. *(Please note that a class may be cancelled when there are not enough students to meet the minimum number required by an instructor.)*
2. A 48-hour notification of TDY/PCS with a copy of orders and the original paid registration receipt is presented.
3. A doctor's certification (in cases of illness) that the individual was unable to attend class and no more than 50% of the class has been attended.
4. Cancellations for classes made **five business days** before the first class session are refunded in full. No-shows the day of class **cannot** be refunded.

***Class registration receipt must be presented at time of refund. No refunds after 30 days. You must give 48 hours notice to transfer to another class.***