



# COMMUNITY ARTS CENTER

WALLINGFORD, PA

## **WITHDRAWAL/REFUND POLICY**

Refunds are issued on the following schedule:

### **CLASS WITHDRAWAL POLICY**

Withdrawals prior to 2 weeks before the start of the semester will receive a full refund of tuition and materials fees paid, less the \$25 processing fee. This refund will be issued in the form of payment the tuition was paid.

Withdrawals during the **week (7 days) prior to the start of the semester** will be issued in the form of a Community Arts Center credit of tuition and materials fees, less the \$25 processing fee.

Withdrawals after the first class, but before the second class will be issued in the form of a Community Arts Center **credit equal to tuition only**, less the \$25 processing fee.

There will be no refunds or credits of any kind after the second class.

### **WORKSHOP WITHDRAWAL POLICY**

Withdrawals from a workshop before 7 days prior to the start of a workshop will receive a full refund. Withdraws 7 to 4 days prior to the start date of a workshop will receive a CAC credit issued for tuition only.

There will be no refunds or credits of any kind for withdrawals 3 days prior and up to the day of a workshop.

*A \$25 processing fee will be charged on all withdrawals. CAC credits issued are valid for one year from the issue date.*

### **CLASS/WORKSHOP CANCELLATION POLICY**

The Community Arts Center reserves the right to cancel a class with low enrollment. This decision is made in consultation with the instructor on week prior to the start of the class. In the event a class is cancelled by the Community Arts Center, students registered in that class will be notified by telephone and will receive a 100% refund of all monies paid for the class.