

## **Policy for Water Street Studios**

### **Registration:**

Registration is on a first come first served basis. A deposit of at least 50% is due at the time of registration for classes and 100% for workshops. The remainder of balance is due by the first day of class. Class registration will not be confirmed until any payment is received, including partial payment.

### **Low Enrollment:**

If a predetermined number of students, based on class type, style, etc., are not enrolled then Water Street Studios has the right to cancel the class. If class is cancelled due to low enrollment students are entitled to a full refund.

### **Cancellations/ Closings:**

Tuition is refundable for all classes and workshops. If canceling within 10 business days of a classes start date a processing fee of \$15 will be assessed. If Water Street Studios is notified less than 10 business days before the start of the course of cancellation a tuition credit for 50% of the enrollment fee will be given. Credits are only good on applicable workshops and classes and not on gallery, special events, or fundraisers. Please note that the credit is in the form of a gift certificate and not cash, check, or credit to a card. It is the responsibility of the student to notify Water Street Studios in writing when withdrawing from a class. Absence from the course does not constitute as official withdrawal and the class will be billed as usual. Water Street Studios is closed on all major national holidays. Only the administration holds the right to cancel class due to inclement weather.

### **Absence:**

Instructors may allow a make up session, at their own discretion, if they desire. If a class is missed it is between the instructor and the student to make arrangements. There are no refunds on classes missed due to absence.

### **Adult Programming:**

Students must be 17 years or older to register for an adult class. Nobody other than the student can attend class, including children of the students. If a younger student would like to attend an adult class they and their parent or guardian may meet with the Director of Education and get permission to join an adult class.

### **Children's Programming:**

Water Street Studios is not responsible for students brought early or picked up late. A late fee is assessed at the discretion of the instructor but Water Street Studios also reserves the right to charge a late pick up fee for our children's programming. A fee of \$10 for each 15 minutes late a parent picks their child up will be assessed by invoice. All children shall have on file a permission slip containing the adults approved for picking them up. If a child is not to go home with a specific individual a release form is necessary as well as a brief meeting with the instructor prior to the first class meeting. Students must be able to stay without a parent, unless a class is parent/ child or some other sort of intergenerational class.

### **Right to Photograph:**

Water Street Studios reserves the right to photograph any student, class, or artwork and reproduce it in the newsletter, on the website, or other form of promotional materials without compensation incurring. All photographs taken for or by Water Street Studios may be copyrighted and /or reproduced for use in advertisements, collateral materials, both print and electronic or other appropriate publications, now and any time hereafter without restriction. If for any reason you do not wish to be photographed please fill out a no photography form and we will gladly refrain from taking your photograph.

### **Changes of Policy:**

Water Street Studios reserves the right to change instructors and alter class structure at any time. Water Street Studios also reserves the right to change our policy at any time including but not limited to, courses, fees, refunds, cancellations, and registration. The board of directors must approve policy changes. We also reserve the right to refuse any student at any time without incurring obligations.