

earth art studio class & workshop policies:

• Deposits, Payments, Discounts & Returned Checks

- **For Workshops:** A 50% deposit is required for all workshops to reserve a space. The remaining balance is due in full on the first day of the workshop. All deposits are non-refundable. If a student notifies EAS of their inability to attend 2 weeks prior to the workshop, the deposit may be transferable to another workshop. Cancellations made within the 2-week period result in a loss of deposit. There are no make-ups for workshops. If there are less than 4 students signed up for a workshop, EAS reserves the right to cancel that workshop, in this case, your deposit may be transferable to other workshops.
- **For Classes:** Payment for monthly classes is due on the first class of each month in full. You will continue to be billed each month thereafter until you give EAS notification to discontinue classes at the studio. If there are less than 4 students signed up for a class, EAS reserves the right to cancel that class. If EAS needs to cancel a class due to illness, weather etc. you will be notified as soon as possible and your account will be credited for the class missed.
- Discounts are given at the discretion of the studio or through advertised promotions, please ask when you enroll in a class if you qualify for a discount.
- Payments may be made in cash, check (please make checks out to Earth Art Studio), credit/debit or Paypal (on the website only). In the event that a check issued does not clear, you will be charged a \$15. bounced-check fee, payable immediately along with a new check. If we receive a second bad check, you will be charged a \$20. bounced-check fee and will be required to pay any future payments (including the replacement for the returned check) in the form of cashier's check, money order, or cash.

• Withdrawal, Absence or Make-ups for a class or workshop

- If you or your child participates in a class or workshop and chooses to withdraw from the class, you are responsible for paying for 50% of the class or workshop fee, the remainder is available for refund or credit towards a future class, workshop or art purchase.
- If you or your child is absent and misses a class, make-ups are available as space and scheduling allow. There are no make-ups for workshops.

• Drop-off/Pick-Up:

- It is the parents' responsibility to ensure that students arrive on time and that someone is available to pick up the student on time.
- There is a 10-minute grace period by which time all students must be picked up. Beginning at 11 minutes, a late fee of \$1.00 per minute per child will be charged.
Frankly, we do not want to be charging late fees. It is a waste of your money and our time. Please insure that you can pick your child up on time.
- It should be noted: If a parent fails to pick up the child one hour after a class or workshop ends and a parent/emergency contact cannot be reached, we will contact the local police department and report your child abandoned.