



Vero Beach Art Club Education Policies & Procedures

We are a 501(c)(3) nonprofit charitable organization. Tuition fees cover only 60% of the costs of operating the classes. The balance is raised through donations, fundraisers, and member support. We must abide by these policies to be here to serve you and future generations. Classes are available to all members of the community.

REGISTRATION & REFUND POLICY

Included in each course registration is a non-refundable \$25 registration fee. Any cancellation must be received in writing, via email or letter, at least (7) seven days before the start of the class or workshop. The email or letter must include the date, the name of the registrant, the name, and the class date. Students who meet this requirement will receive a full tuition refund minus the \$25 registration fee. If a student requests a transfer to another class during the session or the following session, a \$10 processing fee will be charged. There will be an additional amount may be charged if the new class costs more than the original class.

Visiting Artist Workshops:

These workshops are conducted by artists that come from all areas of the country. The Vero Beach Art Club is excited to provide students with a broad range of educational experiences, diverse programming, and opportunities to learn from various experts in the fine arts field. For this reason, we rely on each student's commitment to attending these workshops to support travel and instructor compensation for these artists.

Registration deadlines are in the workshop description before registration and are typically 3 weeks before the first day of the workshop.

50% refund up to 14 days before the first day of the workshop

25% refund up to 7 days before the first day of the workshop

No refunds on any cancellation less than 7 days prior to the first day of the workshop

MISSED CLASSES:

The Vero Beach Art Club staff always does its best to accommodate all students. The Vero Beach Art Club is NOT responsible for providing students with make-up classes when a student has missed a class for any reason not the fault of the faculty or the VBAC. There are no refunds or make-ups for missed classes. Upon request, we will issue a tax-deductible contribution receipt for missed classes.

Registration #: CH56145 EIN 59-2033863

A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free (800-435-7352) within the state. Registration does not imply endorsement, approval, or recommendation by the state.

**INCLEMENT WEATHER POLICY:**

Though there are no refunds given for classes missed due to inclement weather, we will try our best to make up those classes. Make-up days are subject to the availability of the school facility and are not always possible. Decisions regarding make-up days are at the discretion of the VBAC and the Instructor(s). This will be communicated to participants as soon as information is available.

THERE ARE NO PRORATING COURSE CHANGES/CANCELLED COURSES/WORKSHOPS

The Vero Beach Art Club reserves the right to substitute instructors for any of its classes at any point in any term and to change its calendar or withdraw or modify a course at any time. Classes or workshops canceled due to inclement weather will be rescheduled according to teacher & studio availability. Students enrolled in courses that are canceled by the Vero Beach Art Club will receive a full refund. If a course or workshop is canceled, every effort will be made to notify students as quickly as possible. If we do not have minimum workshop participation, or if there is a change in venue, we will notify registered students by phone at least 48 hours before the start of the workshop. Offsite classes (i.e., Plein Air) will receive emails the evening before class announcing the location.

SAFETY & LIABILITY:

While the student can be assured that every reasonable safety precaution will be followed, the Vero Beach Art Club will not assume liability for injuries that occur within the scope of the subject area for which the student is enrolled. By completing registration online or in person for any course, the student agrees to assume all reasonable liability from injuries related to the scope of the work being taught and releases the Vero Beach Art club from any liability claims related to any injuries and/or accidents that may occur on its premises or during its scheduled activities.

PHOTOGRAPHY:

Please be aware that you may be photographed or filmed for publicity and marketing purposes. If there is a privacy request, please contact the office staff before the start date of the class.

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