



## Policies

### REGISTRATION

Registrations are accepted on a first-come, first served basis. The annual registration fee and deposit(s) are due upon registration. A confirmation letter will be mailed or e-mailed within two weeks after receipt of the fee and deposit(s).

Please send completed registration form plus the \$25 registration fee and a \$100 per workshop/class non-refundable deposit, payable to Sahli School of Art, to the address below. In addition, please provide your email address for future communications.

Sahli School of Art  
27523 Pine Valley Drive  
Evergreen, CO 80439

For information call 303-670-8615 or email [info@sahlistudio.com](mailto:info@sahlistudio.com).

### SUPPLIES

For your convenience, the required art supplies for the workshops and classes can be purchased through Sahli School of Art at discounted prices. A supply list and order form will be included with confirmation letter and with invoices. To insure that supplies are on hand for the workshop/class; please return order form no later than thirty (30) days prior to the first day of the workshop.

Exchange of any unopened/unused items must be made during the week of class. Damaged supplies can be exchanged during the week of class for a complete refund.

### COSTS

Tuitions vary based on workshop/class costs. There will be a fee added to programs that require a professional model. Modeling fees will be split evenly among class participants as they occur. As always, Sahli School of Art will have supplies needed for the class available for purchase. A non-refundable deposit of \$100 per workshop must be submitted at the time of registration. This deposit will hold your place in the workshop.

A \$25 **non-refundable** annual registration fee is due with the first registration for all workshops and classes.

Students enrolled in workshops will be sent an invoice approximately forty-five (45) days prior to the workshop as a reminder that the balance must be paid. The balance is due no later than thirty (30) days prior to the first day of the workshop. If the student provided a credit card for registration, the credit card will automatically be charged the balance due, unless the student has made other payment arrangements (e.g. mails a check, or provides an alternate credit card number).

## **REFUND POLICIES**

### **CANCELLATION POLICY**

All cancellations must be made in writing. There are no exceptions. You may mail a letter, fax a letter (303-670-2915), or send an email [info@sahlistudio.com](mailto:info@sahlistudio.com) to cancel your spot in a workshop. **Cancellations are never accepted over the phone.** All cancellation requests for which the original purchase was paid by credit card, will be refunded to the same credit card originally used, allowing 7 business days for processing. You will receive an email or phone notification confirming your cancellation and any applicable refund.

If you cancel more than thirty (30) days before the first day of a workshop/class, Sahli School of Art will retain your \$100 deposit and \$25 registration fee. You will receive a refund of any additional tuition you have paid for that workshop.

If you cancel twenty-nine (29) days or less before the start of a workshop/class, you will forfeit your entire tuition for that workshop. You will not get a refund. However, a friend or family member may attend the workshop in your place, or you may donate your spot as a scholarship to a financial need student. There is no refund for no-shows or withdrawals after the class begins.

### **TRANSFER POLICY**

For transfers made thirty (30) days or more before the first day of a workshop, students will be charged a transfer fee of \$50.

**PLEASE NOTE:** Sahli School of Art is not responsible for providing make-ups or issuing refunds, credits or transfers for days or entire workshops/classes missed as a result of illness, emergencies or other events beyond the SSOA's control. Students will receive a full tuition refund only in the event that Sahli School of Art cancels the workshop/class. Sahli School of Art strongly urges all out-of-town students to buy refundable airline tickets in case of workshop cancellations or other unforeseen changes.

These policies are firmly enforced. Call SSOA prior to registering if you have any questions regarding cancellation, transfer and refund policies.

### **PAYMENT METHOD INFORMATION**

Credit Card Adjustments (Credit Card Payments): When you pay by credit card and there is an adjustment made to the charges paid, we are required to credit the credit card account used to make the payment. It is our policy to refund credit card charges by reimbursing through your credit card. We do not refund in cash or check when payment was made with your credit card. Please allow two weeks for your credit card refund to be processed. If you do not receive your credit card refund within that time period, please contact our office at (303) 670-8615.

Check Payment Refunds: When you pay by check and there is an adjustment made to the charges paid, a refund check will be issued within six weeks from the date the check was deposited. If you do not receive your refund check after that time period, please contact our office at (303) 670-8615.

Revised November 2008