

## DAVIS ART CENTER

### REFUND POLICY

If you are unable to attend a class, we will issue a full refund if you notify us a minimum of **two weeks** before the first class.

If notification of withdrawal is given after this time but **at least three business days** before class begins, you will be responsible for the materials fee, if any, and will receive a credit to be applied to future classes for **90% of the remaining amount**.

**Within three business days of the first class, registrations are considered final and no refunds will be given**, unless you are transferring to another class given by the same instructor. Exceptions to this policy may be granted only if there is a waiting list for the class dropped and we are able to fill your space, or in cases of documented family or medical emergency.

**Fees cannot be prorated due to planned absences, minor illnesses or vacation schedules.** No refunds are given due to failure to attend class.

If enrollment is insufficient and the instructor cancels a class, your fee may be refunded in full, transferred to another class of your choice, or posted to your household credit account.

### LATE FEES

Davis Art Center fees are due on the first day of class, and students may not participate in class unless fees have been paid. Teachers cannot be paid if fees are outstanding, so please be courteous to your teacher and to DAC staff by paying for classes at the start of each session. **Beginning with the Fall 2010 session, a \$5 late fee will be charged for each class when payment is received more than 2 weeks after the beginning of the class.**