

## Education Policy

### General Registration and Payment Details:

Registration for the classes and workshops will be accepted in the order they are received. Student fees include instruction only plus any additional expenses for models or supplies. Arrangements for lodging and the purchase of art supplies must be made by each student, unless stated otherwise. **PLEASE REMEMBER THAT IF YOU HAVE NOT PAID, YOU ARE NOT REGISTERED!**

**To Pay By Cash or Check:** To register and pay by cash, use the registration form and bring it to Mountain Artists Guild; for a check, you can mail it in with your registration form or drop it off at the Guild in person. We do not accept post-dated checks. Payment by check should be made to: *Mountain Artists Guild*, 228 N. Alarcon Street, Prescott, AZ 86301. A fee of \$30 will be charged for any checks returned for non-sufficient funds.

**To Pay Online:** View the class at <https://www.mountainartistsguild.org/workshops-classes> or workshops at [www.mountainartistsguild.org/artist-bios](https://www.mountainartistsguild.org/artist-bios) and click on the specific Class or Workshop Registration button. Complete the form and press "Submit". Then complete the Square payment form to pay online.

**Short Class Cancellation Policy (2 hour to 8 hour classes):** If a student cancels more than seven (7) days prior to the start date of a weekly class, Mountain Artists Guild will refund the tuition paid, less a \$10 administration fee. If a student cancels seven (7) days or less before the start date the student will forfeit the entire tuition. There are no refunds for no-shows or for withdrawals after a class begins.

**Multi-day Classes and Workshop Cancellation Policy:** If you are unable to attend, there are three options:

1. We will refund the workshop fees less a \$30 administration fee if you cancel your registration more than 16 days prior to the start date of the workshop. After that date, no fees will be refunded.
2. If you cancel less than 16 days before the workshop start date, you may find your own substitute, in which case any financial transaction is between you and your substitute. You must notify MAG of this change with the name of the attendee, email address, mailing address and telephone number of the replacement.
3. If you cancel less than 16 days before the workshop start date, we will refund your workshop fees less a \$30 administration fee if MAG is able to replace you from a wait list.
4. There are no refunds for no-shows or for withdrawals after a class begins.

**WAIT LIST:** In the event that a class or workshop you wish to take is full, you can choose to be placed on a wait list by contacting the Office Administrator at [Guild@mountainartistsguild.org](mailto:Guild@mountainartistsguild.org). Any open seats will be filled based on the date of placement on the wait list. If we are unable to contact you, we will move to the next listed individual.

**IF WE CANCEL:** If Mountain Artists Guild cancels a class or a workshop for any reason other than a national health emergency or a catastrophic event, the student will receive a refund for all fees that have been collected. Note: MAG is not responsible for airfare, travel and hotel costs for students if the instructor or MAG cancels the workshop at the last minute. Please check with the office before booking any flights, accommodations and other travel arrangements. Refundable airfare is recommended.