

## Policies

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### Registration for classes, workshops, camp and programs

Registration requires payment in full at least three business days before the first scheduled date (unless otherwise noted). Teachers have the option of accepting late registration at their discretion. Only cash or credit can be accepted for late registration. Your spot in a class, workshop, camp or program is not reserved until payment is made (unless otherwise noted).

ArtWorks accepts payments via telephone by credit card, check by mail or cash/check in person. Checks must be made payable to the Scott County Arts Consortium. If payment is mailed it must arrive before the registration deadline to reserve your place in the desired class, workshop, camp or program.

### Participants under the age of 18

Anyone under the age of 18 who wishes to participate in classes, workshops, camp or programs at ArtWorks must have their parents complete a medical release form and return it to the ArtWorks office before they will be allowed to participate.

### Absence / Tardiness

It is ArtWorks' strict policy that the student is responsible for attendance of classes and workshops at their scheduled times. If a student misses a session, ArtWorks can not refund fees nor reschedule.

### Cancellation of classes, workshops, camp and programs

Should any scheduled event at ArtWorks for which you are registered be cancelled due to inclement weather or any other such emergency, it is the instructor's responsibility to notify you and to reschedule. Partial refunds are available if any class, workshop, camp or other program are unable to be rescheduled.

Occasionally a class, workshop, camp or program requires a minimum number of registrations in order to take place. In the event that any scheduled event for which you are registered is cancelled, ArtWorks will contact you to arrange a full refund.

### Content of classes and workshops

Most regularly occurring classes and workshops at ArtWorks are planned and organized by instructors. Although their content is reviewed and approved by ArtWorks, concerns about instruction and content of such classes and workshops should first be addressed to instructors. If the instructor is unresponsive or unwilling to respond to your concern, please inform the ArtWorks office.

### Feedback and other concerns

Evaluation forms are circulated by instructors at the end of their classes and workshops or by ArtWorks staff at the end of camp and other programs to collect feedback. Completing these is optional but allows us to respond to your individual concerns and improve future classes, workshops, camp and other programs.

ArtWorks welcomes feedback from the community. You need not wait for an evaluation form in order to voice concern. Feel free to contact us at any time.

### Photograph / Image release

ArtWorks will distribute photo release forms for occasional special events. ArtWorks will not use your (or your child's) image or any image of their artwork in any promotional capacity unless you have given express, written permission.

### Instructor qualifications

All ArtWorks instructors undergo an interview process. ArtWorks requires those working directly with individuals under the age of 18 submit to a criminal background check.

### Revisions to ArtWorks Policies

Although we may attempt to notify you when major changes are made to these *Policies*, you may periodically review the most up-to-date version at <http://www.scottcountyartworks.org/documents/ArtWorksPolicies.pdf>. ArtWorks may, in its sole discretion, modify or revise these *Policies* at any time, and you agree to be bound by such modifications or revisions.