

# **GENERAL CLASS INFORMATION**

### What to bring?

- -If a supply list is not available on line in the description of the class it will be e-mailed.
- -Wear appropriate clothing for working with art materials, and to accommodate the weather when working outdoors.

Meals - Classes held at the Village Arts Building are close to Northport restaurants or you may bring a lunch. Time allowed for meals is determined by the instructor.

Photos - NAA reserves the right to use photos of classes or events for publicity purposes. Please contact the office if you have any concerns.

Ages - Adult classes are open to students 16+

## CANCELLATION AND CLASS POLICIES

### **REFUND POLICY**

Withdrawal from a course by students for a course held as scheduled:

- Two weeks prior to class meeting: Full tuition refund less a \$10 processing fee.
- One week prior to class meeting: 50% tuition refund less a \$10 processing fee
- Thereafter, no tuition refund.

(NAA understands that serious emergencies come up that may prevent someone from attending a class at the last minute. Please contact the NAA if you would like your circumstances to be reviewed for a potential refund)

#### **CANCELLATION POLICY**

Occasionally, NAA must cancel a workshop due to not meeting minimal enrollment, faculty illness or other unforeseen circumstances. If we do, we will notify you as soon as possible. You may register for another workshop (based on availability) or receive a full refund of tuition and fees paid.

Please be aware that NAA is not responsible for losses incurred due to housing, travel or other arrangements.

When Leelanau County Schools are closed due to inclement weather, NAA classes are cancelled. We will do our best to provide a make-up opportunity for the missed class. You may register for another workshop (based on availability) or receive a full refund of tuition and fees paid.