



## **CLASS AND WORKSHOP POLICIES**

The Suffolk Art League worked to develop policy for those taking our classes and workshops. We hope by having these policies in place, it will make the registration process clear and alleviate any confusion when you register for classes with us. Listed below is the policy:

- 1) You are not considered registered for a class until payment is received. Class deadlines are generally one week prior to the start of the class and payment must be received prior to that deadline. If an insufficient number of registrations are received by the class deadline, the class may be cancelled. If we cancel a workshop a full refund check will be issued.
- 2) Student cancellations must be received by the deadline to receive a full refund. Please be mindful that often classes do fill and we have a waiting list. If you decide you cannot attend a class for which you are registered, please let us know.
- 3) Classes will be cancelled for the day if the Suffolk Public Schools are closed due to bad weather.
- 4) Children must be accompanied to and from class by a parent/guardian.
- 5) Students are reminded to arrive on time as classes will begin promptly as scheduled. Please do not arrive more than 15 minutes before class is to begin.
- 6) Out of consideration for the others in class as well as your instructor, we ask that you turn off cell phones and pagers or at least put on vibrate.
- 7) Should you need to speak with the instructor outside of class time, please notify staff so arrangements can be made.
- 8) Everyone is asked to observe the gallery's rules of conduct and stress them to your children.
- 9) In our efforts to promote the art league, we occasionally photograph students and student artwork. By registering for a class, you agree to permit the use of your image and artwork images to be used for promotional purposes.
- 10) The Suffolk Art League accepts cash, check, (made payable to the Suffolk Art League or SAL), and credit cards as payment for classes and workshops.

Any questions about these policies can be addressed by calling 757-925-0448, Tuesday – Thursday 9 a.m. – 5 p.m.; come by our office at the Suffolk Art Gallery, 118 Bosley Ave., Suffolk, VA. 23434; or email us at [suffolkartleague@verizon.net](mailto:suffolkartleague@verizon.net).