# **Art Class Registration Policy**

### **Payment Methods**

Credit card payments may be made online when registering. Check or cash also accepted in person, and a \$20 fee is applied to any canceled checks.

#### **Refunds & Credits**

Credits only are issued to participants canceling 7 days prior to the first day of class, and are valid for one year from the date of issue. Credits will not be issued for any missed classes due to illness or weather closings.

#### **Class Cancelations**

The Manes Center reserves the right to cancel any classes if the minimum enrollment is not met 5 days prior to the start date of class. A full refund will be issued for classes canceled by The Manes Center only.

# Make-up Classes

Should a participant miss a scheduled semester class, a make-up class may be taken in the current session that the class is offered in an alternate class or with a different instructor. All make-up classes must be scheduled with The Manes Center office by calling 516.626.5280 or email rhussein@nassaumuseum.org. No more than one make-up class per session is offered.

## **Weather Closings**

If weather necessitates closing The Manes Center, this information will be on nassaumuseum.org. Although efforts will be made to reschedule a canceled class, The Manes Center is not responsible for scheduling make-up classes for any classes canceled due to inclement weather. Rescheduled classes are determined by instructor and classroom availability.