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ENROLLMENT, PAYMENT, LATE FEE AND REFUND POLICY

Students who are currently enrolled for classes will always be able to sign up for future sessions first. Because of the self-paced nature of the classes, students are highly encouraged to enroll for sequential sessions.

Payment is always due by the end of the first class of each session. Checks are preferred (made payable to “Saint Philip’s Church” with “clay studio” written in the memo section).

If a holiday falls when a class is scheduled, the tuition will be pro-rated. For example, tuition would be prorated to \$150 if a holiday reduces the 6-week session to a 5-week session.

A \$15.00 late fee will be applied if payment is made after the first class of the session with an additional \$25.00 applied after the second class of the session.

There are no refunds once a session begins. Exceptions are made on a case-by-case basis and are granted only in emergency situations.

Tuition is not transferrable to another 6-week session.

If a student misses a scheduled class, this absence can be made up by attending any other class during the same session, as long as the make-up class does not interfere with COVID 19 class size limitations. Students are not allowed to “roll-over” absences to other sessions.