

Registration Guidelines

Payment is due in full at the time of registration.

- Your registration is your confirmation - unless we contact you, be prepared to arrive on your class start date and time.
- Registration will be accepted after a course has begun if space is available, but the class cannot be prorated.

Course Cancellations: As a nonprofit organization, the Art Center cannot underwrite the courses. They must cover the costs to run them. The organization reserves the right to cancel a course that does not meet minimum requirements, and you will be notified one week prior to the course beginning.

Withdrawal prior to a course beginning: If you register and then withdraw from a course, you can do so seven days prior to the course beginning and receive a full refund, minus a \$15 administration fee.

Withdrawal from a course after it has begun: A withdrawal must take place before the second meeting of a course. No credits will be given after this time. If you withdraw, you will be issued a credit voucher for a future course. Because lab and model fees are committed well before the start of a course, these fees cannot be refunded.

Transfers: Students may transfer from one course to another before the second session of class. Students are responsible for any additional tuition or lab fees involved in the new course.

Course location: Beginning with this summer term, all courses (adults and children) will be held at the Ann Arbor Art Center building at 117 W. Liberty. Painting, drawing, and other 2-D courses will be held on the third floor. Our new ceramics studios are located on the first floor, and we are very excited for you to check them out!

Admission to Facilities

At 117 W. Liberty--enter by the front door. If coming before 10 AM or after 6 PM, someone will be available to admit you. If you don't see someone, ring the door bell. We'll be right there. We are barrier free throughout the building.

Parking

117 W. Liberty has attended parking directly behind the building. There is metered parking throughout the area. Free parking is available within a short walk. After 6 PM parking is free of charge in the First and William lot which is 1 1/2 blocks from the Art Center. Something new—members now get their parking validated, which is another great reason to support the Art Center by purchasing a membership for yourself or your family!

Supplies

Adult students: Students purchase their own supplies. In some cases a lab or model fee is charged to cover materials purchased in bulk for the class or for figure models.

Youth courses: All supplies are provided for youth courses unless specifically noted in the class description.

Creativity Camp

Location: 117 W. Liberty

Medical Release Form

In order for your child to participate in Creativity Camp, we must have a signed medical release on file. This information **must be received on the first Monday of your child's first week of camp. If the form is not fully completed, your child will not be allowed to attend Creativity Camp that week.** This information is essential for providing a safe environment for our campers and staff. The Medical Release Form is available for download from the Art Center web site, in the Education section. You may fax it to 994-3610 or mail it to 117 W. Liberty.

Cancellations, Refunds, Credits and Transfer Policy for Creativity Camp:

- The Art Center reserves the right to cancel any camp that does not meet minimum enrollment requirements. In this event, you will receive a refund within 3 weeks.
- Students may transfer from one camp to another, space permitting, up to one week before the camp begins. A \$10 administration fee will be charged at this time.
- You may withdraw from a camp and receive a refund until the Monday of the week before your camp start date. **NO REFUNDS WILL BE GIVEN AFTER THAT DATE. THERE ARE NO EXCEPTIONS TO THIS POLICY.** A \$25 administration fee will be deducted from your refund.

Photography Policy for All Art Center Programs: The Art Center from time to time will photograph students in classes and/or student work for educational or publicity purposes. We reserve the right to use any photographs for promotional purposes unless a written notice directs us not to use you or your child's photograph.