

## Art League of Long Island Policies, Terms, & Conditions

Date: January 1, 2024

The Art League reserves the right to change its calendar, withdraw or modify courses or substitute instructors when necessary. Classes that do not meet enrollment requirements may be cancelled or delayed. Students will be notified of changes to their registration by phone and/or email. No refunds or makeups for students who miss class for their own reasons.

**REGISTRATION:** Pre-registration is required. Payment of full tuition is required at the time of registration in order to secure a seat. Prorating of classes is not permitted. Deadline to register for classes is 2 business days in advance of the start of the class. Space is limited.

Student contact information is required at registration. A phone number and an email address are required at the time of registration. If information is not provided and a student cannot be reached, the Art League will not be responsible for notifications that were not received.

**REGISTRATION CONFIRMATION:** You should receive an email confirmation after registering. If you do not receive an email confirmation, please check your spam folder.

**STUDENT CANCELLATION POLICY:** Students who withdraw from a class two weeks or more in advance of the class start date will receive a class credit (valid for one year from date of issuance) or a refund, less a \$50 drop fee. Students who withdraw within less than two weeks before the start date will receive a 50% refund, less a \$50 drop fee. There are no refunds or class credits if you cancel or reschedule after the start date of the class or workshop.

**STUDENT TRANSFER POLICY:** Prior to the start date, students may transfer to another class within the same semester, subject to a transfer fee of \$15.

**CLASS CANCELLATION POLICY:** Cancelled classes and workshops will be rescheduled on the next available date. If none are available, students will be reimbursed with class credits. In the absence of an instructor the Art League will provide a substitute instructor. No refunds or class credits will be granted to students who miss classes due to their own reasons, including not being able to attend make-up sessions.

**BEHAVIOR AND CULTURE:** The Art League fosters a positive and supportive culture throughout its organization. Standards of good behavior are expected at all times. Each studio is a place for learning, artistic growth, and developing good relationships with fellow artists. The Art League reserves the right to require the withdrawal of any student that is disruptive to the class.

**WEATHER:** Emergency Closing Policy: For information on closures or delayed openings due to inclement weather, notice will be posted at [www.artleagueli.org](http://www.artleagueli.org), or you may call to listen for special announcement: (631) 462-5400.

Review your schedule of upcoming classes by logging into our online registration system.

For more information:  
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