

Classes and Workshops - Our instructors are professional artists and educators with years of experience and education in their fields. Classes are described by skill level, grade and/or age appropriateness. Skill levels include beginner, intermediate and advanced. If a class participant has a special need or learning disability, please notify the Education Director before registering.

Students or participants enrolled in classes, camps and workshops are required to obey all safety standards and policies established by instructors and/or program directors. Some classes and media carry inherent hazards, which will be discussed by instructors before or at the first class meeting. The Center for the Arts is not liable for any loss of property, including art work belonging to any student. No student will be denied admission on the basis of race, sex or ethnic origin. However, because of the need for group cooperation in classes, the Center for the Arts reserves the option of refusing admission to any person deemed incompatible with any class group due to disruptiveness or for any impediment to the group learning process.

Supply Lists & Materials Fee - Some classes and workshops will indicate a materials/supply fee to be paid at the time of registration, unless otherwise noted. It is also the responsibility of the student to purchase his/her own supplies if needed from the supply list which will be emailed to a student prior to the start of the class or a supply list will be discussed by the instructor on the first day of class.

Cancellation Policy - The Center for the Arts reserves the right to cancel any class, workshop or camp that does not meet its minimum enrollment. If a class, workshop or camp is cancelled, enrolled students are entitled to transfer to another offering without penalty (applying their paid tuition toward the new class) or may request a refund. Please register early to ensure that your favorite class will meet enrollment minimums!

Refund Policy - Class refunds are given (minus 25% cancellation fee) if the refund request is made at least one week prior to the first day of a class. Refunds are not given if the student does not attend. A student may request a transfer to another class prior to the beginning of the class without incurring the cancellation fee, however, the student will be charged a \$25.00 class transfer fee. (Those ineligible for a refund may request an acknowledgement from the Center for the Arts of a tax-deductible contribution in the amount of the unused tuition.)

Late Registration, Transfer, Missed Classes - Late registration (adding to a class or workshop after the first meeting) will be allowed with permission by the Center for the Arts' staff and is based on space in the class and instructor approval. Should a student miss a class due to personal conflicts, sickness or prior engagement the Center for the Arts is not required to offer make-up lessons to that student.

Theatrical Productions - The Center for the Arts operates two theatrical production companies: Pied Piper Theatre and Rooftop Productions.

Ticket Policy - All ticket sales are final. (Tickets may be exchanged at the discretion of Center's staff based on seating availability. See Ticket Exchange below.) Tickets for these event are available for sale at the Center for the Arts office or on-line at center-for-the-arts.org for all non-Hylton Performing Arts Center productions. For tickets to Pied Piper Theatre productions at the Hylton Center, contact the Hylton Center or access their website at <http://hyltoncenter.org/tickets/>.

Ticket Exchange- Individual Ticket Buyers have the option to exchange their tickets to an event within the same season/production for a fee. Exchange fees are \$2.50 per ticket and will not exceed \$10 per production. You must exchange your tickets in person, at the Center for the Arts (or the Hylton Center Box Office for Hylton Center shows) office at least 24 hours in advance of the performance. Exchanges are based on availability of the requested performance.

Late Seating- The Center for the Arts works closely with performers to start all shows on time. All patrons are required to be seated before a performance begins. Late seating will be done at designated breaks and at the discretion of the Center for the Arts Theatrical Production staff.

Weather Policy - The Center for the Arts' posts all weather related and/or catastrophic event closures on our website and social media. Local school closure does not determine the scheduling of The Center for the Arts' programming. If you are concerned about whether your class, workshop, camp or theatrical production will take place, please call our main line at 703-330-2787 and/or check our Facebook page or website at www.center-for-the-arts.org. Any weather-related closures may have make-up dates scheduled by the instructor.

Center for the Arts Holidays - The Center for the Arts is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving and the day after Thanksgiving, Christmas Eve and Christmas Day.

Payment Methods - Cash, check, money order, VISA, Master Card, and Discover are all accepted by the Center for the Arts.

Gift Certificates - Gift Certificates are available for purchase at the Center for the Arts office or by phone during regular business hours. Gift certificates are valid for one year from the date of purchase and may be purchased in any amount. Gift certificates may be used to purchase classes, workshops, camps and tickets to theatrical productions.