

Pacific Northwest Art School

2009 Registration Policy

Registrations are accepted on a first-come, first-served basis.

- ✓ Workshop enrollment is limited. Early registration is encouraged, as many workshops fill quickly.
- ✓ Registrations are incomplete until the proper deposits have been received. For online registration(s), you must contact us after submitting your online registration to provide payment information (VISA or MasterCard).

Regular and Early Bird Tuitions for each workshop are listed in the workshop description.

- ✓ Full payment for the workshop is due no later than forty-five (45) days prior to the start of the workshop. If the balance has not been received by then, the credit card on file will be charged for the remaining balance.
- ✓ To qualify for the Early Bird Tuition, the full Early Bird amount must be received three months prior to the start date of the workshop.

Requests for Withdrawal: All requests for withdrawing from a workshop must be in writing.

- ✓ For withdrawal requests received forty-five (45) days or more prior to the start of the workshop, the Pacific Northwest Art School will retain the non-refundable \$100 deposit.
- ✓ If the withdrawal request is received less than forty-five (45) days prior to the start of the workshop, full tuition is forfeited.
- ✓ For withdrawals after a workshop has begun or “no-shows,” full tuition is forfeited.

Transfers:

- ✓ Transfers to another workshop must be made forty-five (45) days or more prior to the start of a workshop.
- ✓ Students will be charged a \$50 fee for each transfer.

Refunds: Students will receive a full tuition refund only in the event that the Pacific Northwest Art School cancels a workshop.

PLEASE NOTE:

- ✓ The Pacific Northwest Art School is not responsible for providing make-up classes or issuing refunds, credits, or transfers for sessions missed as a result of illness, emergencies, or other events beyond our control.
- ✓ We strongly urge all students to buy refundable airline tickets in case of workshop cancellations or other unforeseen events.
- ✓ All information provided to the Pacific Northwest Art School is kept confidential and is NOT shared, sold, or otherwise used by any entity