



SANTA CRUZ MOUNTAINS  
ART CENTER

9341 Mill Street, Ben Lomond, CA 95005 831-336-3513 [www.mountainartcenter.org](http://www.mountainartcenter.org)

## CLASS REGISTRATION POLICIES

Revised 2015

### 1. Enrollment

A minimum enrollment is required. In addition, a maximum enrollment exists to ensure the quality of the student's experience. Only fully paid registrations will be considered as enrolled. By delaying payment, individuals run the risk of being wait-listed or class being canceled due to insufficient enrollment. Your registration in a class is not guaranteed until your payment is received.

### 2. Canceled Classes

We urge you to register at least one week before the beginning of a session, since minimum enrollment must be met for classes to be held. When enrollment is below minimum five days prior to the first day of class, there is a strong possibility that the class will be cancelled. We will make every effort to contact registered students in a timely manner if cancellation occurs. If a class you have registered for is cancelled, you may choose to have your fee refunded in full or transferred to another class.

### 3. Refunds

All refunds due to student withdrawal are subject to a \$5 administration fee. Please be certain that you are able to attend before registering for a class. The Art Center should be notified of withdrawal no later than 2 weeks before the first class; if notification is received after this time but at least 5 business days before the class begins, you will also be responsible for the materials fee (if any).

Registrations are considered final 7 days before the first class, and no refunds will be given after this time. Exceptions to this policy may be granted in cases of documented family or medical emergency (see front office staff).

The Art Center does not pro-rate fees due to planned absences, minor illnesses, vacation schedules, or other conflicts. Classes are not refunded or pro-rated due to failure to attend.

### 4. Scholarships

Needs-based scholarships are available for kids and teens. The Art Center's Scholarship Application Procedure is available online. Please note that enrollment in classes is subject to space and scholarship availability. Call the Art Center at 831-336-3513 to request more

information. Scholarships are made possible by a generous donation from Boulder Creek New Leaf and Felton New Leaf Markets and donations from individuals.

#### 5. Photography/Video Release

By submitting this application I acknowledge that the Santa Cruz Mountains Art Center and their agents may take and use photographs and videos of my child for publications including but not limited to Art Center's newsletters, website, social media, grant requests, news media and educational purposes.

#### 6. Waiver of Liability

All students participating in Santa Cruz Mountains Art Center classes assume all risk for injury, illness, loss and damages of any nature. All students must agree to the terms and conditions of the Art Center Waiver of Liability and Photography/Video Release.