

## Refund Policy

### PRE-REGISTRATION:

By pre-registering, you reserved a place for you in the class and received a discount. This means that you have reserved a spot in this class that cannot be filled by anyone else if you decide you cannot attend the course. In addition, we have already processed your paperwork and done a lot of "behind the scenes" work in anticipation of you being in the class. Hence the refund/exchange policies below apply to the funds that you have pre-paid to the studio:

1. **Pre-registration Period**

Pre-registrations must be faxed (and confirmed receipt) OR hand delivered to the studio OR **postmarked at least 3 business days** before the start date of the course for which you are pre-registering. Pre-registrations received after that day will not qualify for the discount.

2. **Non-refundable Processing Fee**

In addition to any first day class fees, there will be a processing charge of \$10.00 **per course**, if you decide for whatever reason that you cannot attend this class or any others for which you have pre-registered.

3. **Refund Period**

If you cannot attend this class, you can receive a refund, minus any class and/or processing fees, **BUT** you **MUST** ask for that refund **BEFORE** the second class of that 6 week course. This means that you have 7 days to make the decision. No refunds or exchange services are given after the second week of classes started. Period.

4. **Switching Classes**

If you want to switch classes you may do so at **OUR** discretion and subject to availability, but again you must ask to do this **BEFORE** the second week of classes. After that, you will not be able to switch.

5. **Make-up Classes**

You have paid for a 6 week course, which has a start and end date. You did not pay for 6 individual lessons to be taken at your leisure. If you miss a class, you cannot make it up and you will not receive a refund for that missed class.