Updated Refund and Cancellation Policies
Beginning with Winter 2023 Classes and Workshops

Student enrollment is considered final at time of registration. The Center reserves the right to cancel classes at any time for any reason. In the event that The Center cancels a class, the student will be given the option to:

• Transfer registration to another class
• Accept an in-house credit for full tuition, or
• Receive a refund for full tuition

Should you decide to withdraw from a class for any reason, you must notify a member of The Center’s staff in writing via email.

• If The Center is notified of your withdrawal 7 calendar days or more prior to the start of the class or workshop, you have the option of receiving a refund of 80% of the total tuition, or an in-house credit for 100% of the tuition.
• If you withdraw within 7 calendar days of the beginning of a class or workshop, there is no refund or credit.

In-house credits must be used within a calendar year of the date of issue. Following a calendar year, the credit will be voided. In-house credits are not transferable.

Students missing classes by their own decision or withdrawing after classes begin WILL NOT receive a refund or make-up date. There will be no refunds for classes that were scheduled to take place on-site but were moved to an online format for health and safety purposes. There will also be no refunds for students removed from class for failure to observe The Center’s Health and Safety Policies and Procedures. In the case of a resurgence of the COVID-19 pandemic, all of The Center’s instructors are trained in teaching virtually and will quickly transition classes to an online format without loss of class time or quality of content. For children’s virtual classes, students will be sent home with art supplies on the day of their last in-person class.

Ceramics classes for adults and children: In the event of a closure due to the COVID-19 pandemic, students will be issued a refund for the remaining classes.

Religious Holiday Policy: Students may request a refund if they cannot attend a class because of religious observances. Students must contact the office at 908-234-2345 to receive a refund.