

## COMPANY POLICIES:

### ENROLLMENT

- Students must pay for a class within registration time in order to be enrolled in a class.
- Late registration is possible only if there is a spot available, and first class has not yet started, and will include a late fee of \$10.00.
- New students must come to their first class for orientation and studio tour.
- One purchases a spot in the eight-week session, not eight individual class periods and classes may not be “banked” and carried forward to the next session.
- If a student misses a class, arrangements can be made for one make-up class.
- In addition to class, there is Student Open Studio time, which is optional. Students have up to three hours a week of open studio time that can be used all in one day or split between two days.
- A student can come to check on their work that is on their personal shelf or pick up work from the kiln shed at any time that the business is open and as long as they do not enter the studio if a class is in session.
- Guest passes are available for purchase if student wants to bring a friend to class. A person can be a guest once.
- Private lessons can be arranged by calling the business office and should be arranged at least two weeks in advance.
- Visa, MasterCard, cash or check is accepted form of payment.
- Online and telephone payment options are Visa or MasterCard.
- Students must have their own tools. Tool kits may be purchased from the office.
- Only clay purchased from CASI may be used. Absolutely no outside clay will be permitted.

### MEMBERSHIP (Membership program has not yet begun.)

- Artist Membership application acceptance is at the discretion of CASI management.
- Membership is available to only advanced/seasoned ceramic artists that can work completely independently and successfully.
- Those seeking Membership must complete two class sessions. (Not two classes, but two enrollment sessions of eight weeks each.)
- Members must pay for Membership before using the facilities.

### GENERAL

- Students and Members will be responsible for cleaning up their work areas, including potter's wheel, hand building tables, floor under their work area, glazing station, spray booth and other areas.
- Students will be provided a personal shelf for their work in progress and clay. Students should use their personal shelves for their work and use the communal shelves for overflow.
- The studio also offers communal shelves for overflow work in progress. Each piece must be labeled with Student's full name and date and can remain for up to two weeks.
- CASI is a teaching facility, not a production facility. Students and Members will need to stay within the cubic inch limits each month or session.

### CANCELLATION POLICY:

- Enrollments are non-refundable, but CASI may make exceptions:
  - If CASI cancels a class before it starts, full refund will be given.
  - If CASI cancels a class after it starts, remaining classes will be refunded.
  - If student cancels within one week before class begins, refund minus \$35.00 administrative fee will be given.
  - If student quits with no intention of returning, once session begins, refund of 50% of remaining classes may be considered, depending on the circumstances, but is not guaranteed.
  - If student simply does not come to class, no refund or credit will be offered.
  - If student has an emergency or injury and can't attend once session begins, 50% of remaining classes will be credited for following session only.
- CASI reserves the right to cancel or change the class schedule.
- CASI reserves the right to deny service to anyone at the discretion of management, and may consider no refund depending on the circumstances.
- If the class enrollment minimum is not reached, a class may be cancelled. If this should occur, enrolled Students would be given the option to choose another class. A full refund would be given if no other classes were available.