

ART CLASS MAKE-UP POLICIES

Make-up class: We need customers' kind cooperation in order to maintain a manageable learning environment. **All fees are non-refundable and non-transferable. We need students' 3-day's prior notice via email for absence in order to be eligible for make-up class. Please email us 3 days in advance to schedule make-up class as well. Students have one exception for emergency and sudden sickness every 6 months. Students can only make up one class per month (including emergency and sudden sickness). Unused make-up class cannot be carried over. **Please leave make-up for real emergency and sickness in order not to get behind on assigned projects.** . .**

Students *cannot reschedule make-up class* once spots are reserved, *nor can students make up their make-up class* if they miss it. **Students must make-up class within 30 days from the date of absence;** however, students cannot make up class before their first class starts or after they drop out. There's no guarantee that there are spots available for make-up class. **Instructors need to take original students and their projects from the class as priority. Instructors might not be able to help make-up students with projects different from what they are teaching.**

Vacational leave: When students need to withdraw for more than one month, students can **pre-pay tuition** of the month they are going to return **(or pay half monthly fee as deposit)** in order to *get their spots reserved* and **get \$30 re-enrollment fee waived.** Payment must be made **before students drop out** in order to be eligible for the fee waiver. Thank you for your understanding and cooperation! 😊

** Our terms and policies are subject to change with or without notice. Please keep checking our website or contacting us for updates.*