



| Glynn Visual Arts | 106 Island Drive, Saint Simons Island, GA 31522 | 912-638-8770 |
www.glynnvisualarts.org

Class Registration Policies and Procedures

Workshops and Short-Term Classes

(Excludes on-going classes in pottery and painting)

Glynn Visual Arts (GVA) is happy you're here! We strive to provide high quality art classes in a warm, friendly, non-threatening environment. GVA supports you in your creative journey and wants to nurture your artistic endeavors. In order for us to better support you in these pursuits we have instituted the following policies and procedures to ensure ease of registration, the quality of your experience and the safety of all persons.

Enrollment and Payment

A minimum and maximum enrollment is required and is set by the instructor to ensure that each student has a quality experience (check individual class listings for the minimum number.) **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. Early registration is strongly encouraged to guarantee your space.

You may pay for your classes with cash, check, or credit card. Visit our website at www.glynnvisualarts.org, stop by 106 Island Drive, St Simons Island, GA or give us a call at 912-638-8770 to register.

Classes and Fees

We offer a wide variety of short-term classes and workshops. Please visit our website for up to date listings and fees. Some classes do offer the option of drop in. Please contact us to find out which classes offer drop ins. Drop ins are accommodated if there is space available in the class.

Open Studio

- \$10.00 per session

GVA offers two (2) self-led open studio sessions per week for members.

Materials

- Students enrolled in adult classes and workshops are responsible for all materials unless otherwise noted. A printable materials list is available on the Glynn Visual Arts Center website, under the class listing.

- Some classes may require specialized materials which may be provided by the



| Glynn Visual Arts | 106 Island Drive, Saint Simons Island, GA 31522 | 912-638-8770 |
www.glynnvisualarts.org

instructor for a materials fee. Materials fees are payable directly to the instructor at the beginning of class.

Class Levels

- Unless otherwise noted, classes are open to all and recommended for beginner to intermediate levels.
- Children should be enrolled within their age groups.
- Teenagers (13+) are welcome to join adult classes.

Cancellation and Make-Up Policies

- Students who wish to cancel their registration must do so 10 days prior to the first day of class for a refund to be issued. There is a \$35 cancellation fee.
- If the student does not cancel their registration 10 days prior, there will not be a refund.
- After the student attends the first class, there will be no refund of unused sessions.

Cancellations due to low enrollment

- Glynn Visual Arts reserves the right to cancel classes with insufficient enrollment.
- Classes will be cancelled and notifications to students will be made two (2) business days prior to the start of the class.
- Full refunds or credits will be given when GVA cancels a class due to low enrollment.

Weather

- In case of inclement weather, class cancellations are posted on the home page of our website, www.glynnvisualarts.org. We will also send out an email blast to those people who receive our emails.
- A full refund will be given in the case of cancellation due to inclement weather.



| Glynn Visual Arts | 106 Island Drive, Saint Simons Island, GA 31522 | 912-638-8770 |
www.glynnvisualarts.org

Student Registration Information

Date: _____ Student Name _____

Address: _____

E-mail: _____

Phone: _____

Class Name: _____

Instructor Name: _____

Amount & Method of Payment: _____

I have read and understand the class registration policies and procedures for Glynn Visual Arts.

Student Signature _____