**REGISTRATION POLICY**

**TERMS AND CONDITIONS**

**ACCEPTANCE OF POLICIES**

Registering for an Art of the Lakes workshop constitutes the registrant’s acceptance of all terms, conditions, and policies included on this document.

**WAIVER OF LIABILITY**

There are risks inherent in participating in arts classes and workshops, including but not limited to handling tools and materials, operating machinery, and working in areas where fumes, chemicals, and particles may be present. Art of the Lakes takes every reasonable precaution to ensure the safety of our students, staff, and volunteers, including developing, communicating, and monitoring compliance with appropriate policies and procedures. The student or guardian understands that participation in Art of the Lake’s arts education program is completely voluntary and that the program and related activities being offered are for the benefit of the participant(s). In consideration of the opportunity to participate in the program, with full knowledge and acceptance of the risks associated with it, and with full understanding of the above issues/conditions, the registrant or guardian hereby releases, indemnifies, and holds harmless Art of the Lakes and its employees, directors and officers, and agents from all form and manner of risks inherent in the program, and from all claims and demands of any nature arising from my participation in it. The student or guardian understands that failure to abide by the policies and procedures outlined by Art of the Lakes and its instructors may result in the cancellation of my participation in the program, and further understands that damage to equipment and/or the facility due to my reckless acts, negligence, or deliberate indifference will be student’s or guardian’s financial responsibility.

**PARTICIPATION POLICY**

Art of the Lakes reserves the right to deny any person's participation or continued participation in our arts education program if, in our sole discretion, the participant’s behavior is highly disruptive to the program or the participant may cause harm to himself/herself or to others in the program.

**AGE REQUIREMENT**

Except for “Youth & Teen” classes and Summer Arts Camps, all students must be aged 16 and up unless otherwise noted.

**SPECIAL NEEDS**

If you have special needs that may impact your participation, please let us know. Staff will contact you before the class to discuss accommodations. We may not be able to ensure reasonable accommodations with less than three weeks’ notice.

**REGISTRATION, CANCELLATION, AND PAYMENT POLICIES**

**ABSENTEE POLICY**

We will not refund tuition for missed classes or pro-rate for late registrations.

**REFUND POLICY – CLASSES AND WORKSHOPS**

If you cancel your registration, we will refund your tuition (less a $15 administration fee and less any related discount for multiple registrations) provided you cancel five or more business days before the start of the class. Cancellation after that time will not be eligible for a refund. Membership fees are non-refundable.

**WEATHER CANCELLATION PROCEDURE**

Weather may affect classes running on the rare occasion that travel becomes extremely hazardous. Art of the Lakes primarily follows Battle Lake School District decisions, but still makes independent final decisions about any weather-related class cancellations. If the school district closes, we evaluate conditions. In the case of a cancellation, an email message from aotl@arvig.net or your instructor will go out to affected students. Art of the Lakes will call students who have not confirmed seeing the cancellation email. If, during a severe weather event, you are curious about your class status and have not seen an update within two hours of the class start, please assume the class is running. Art of the Lakes will not contact students if a class is running. Art of the Lakes will follow-up with students affected by any weather-related class cancellations with information about make-up class options.

**ART MATERIALS FOR CLASSES**

All materials for adult classes, unless otherwise noted, must be supplied by students at their own expense. Supply lists for adult classes are available online or call Art of the Lakes to have one sent to you. Materials for youth classes are included in the cost of the class unless otherwise noted.

**FINANCIAL ASSISTANCE**

Scholarships are sometimes available for children and adults. Call us at 218-864-8606 for more information.

**NO RESIDENCY REQUIREMENT**

You do not have to be a Battle Lake resident or Art of the Lakes member to participate in any of our programs.

**RETURNED CHECKS**

There will be a $25 charge for returned checks.