

fine arts  
association

## The Fine Arts Association Registration Policies

### Referral Credit:

Do you love The Fine Arts Association Experience? Then share it with your friends!

You can gain a \$25 referral credit for each new student you refer who takes a 15, 16, or 18-week class at Fine Arts this spring. Better yet, if you refer someone and they register for at least one class or semester of lessons, they will get a \$25 referral credit too! For more information, please contact Customer Service at (440) 951-7500.

### Discount Programs:

Students meeting the eligibility requirements may receive the following discounts on one class/lessons each session (Fall, Spring, Summer). Only one of these discounts may be applied to each class/lesson.

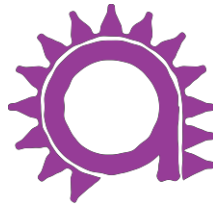
- Andrews Osborne Academy students – 5% discount
- Willoughby residents – 8% discount
- Senior citizens (age 60+) and military – 5% discount

The Early Registration discount of 3% may be applied to every class/lessons on which no other discounts/scholarship/Work Assistant Discount has been applied. Discounts, (other than the Willoughby Resident Discount) may not be applied to workshops or special one-day programs. Discounts, (other than the Willoughby Resident Discount) may not be applied to classes/lessons for which a scholarship or Work Assistant Discount has been received.

### Payment Options:

We accept VISA, MasterCard, Discover, cash, check or money order.

A \$35.00 fee applies for any returned checks or credit card charges.



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association**

### **Payment Options (continued):**

Monthly Payment Option: Lesson and class tuitions that total over \$200 are eligible for our monthly payment plan which divides the tuition into five equal installments. Visa, MasterCard or Discover information is required to secure the payment plan obligation. Payment plan registration may be made in person or by telephone. Students are required to pay a \$10 payment plan fee and the first payment installment at the time of registration. The four remaining installments will be charged to the credit card (Visa, MasterCard, or Discover) provided at the time of registration mid-month. For specific dates, please reach out to our customer service team. Discounts, (other than the Willoughby Resident Discount) are not eligible if utilizing the Payment Plan.

### **Student Withdrawals:**

Refunds for a class or lesson are given only when a student withdraws prior to the start date of the class. You will be charged the full tuition amount even if you cancel before the end of a session. If you are on a payment plan, the remaining tuition is due upon cancellation.

Only in extreme cases will refunds be considered once the session begins. These include circumstances where due to significant change in student or family circumstances render it impossible for the student to continue or pay. If a student desires to request a refund in these circumstances, an Application for Refund can be provided to the student and submitted to the CEO of the Fine Arts Association. A refund will be given solely at the discretion of the CEO. The Fine Arts Association reserves the right to determine the timing of any refunds given not to exceed the end of that session. In this case, any refund would be prorated.

All refunds, unless requesting a credit on account, will be made via check.

### **Safety & Security:**

Parents/guardians of preschool-age students (below kindergarten age) are requested to stay onsite during classes. Please be in proximity to the classroom space in order to assist your child with toileting needs and/or need of additional support. All families should ensure that current emergency contact information and any critical medical information is on file and updated with customer service for your child(ren).



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### **Class or Lesson Make Up:**

Make ups are provided to the student for instructor cancellations or school closings. Student absences are not required to be made up by the instructor. All students are encouraged to notify their instructor(s) of a class/lesson absence by calling the Customer Service Center at 440- 951-7500. Your notification of your inability to attend a class is a courtesy to the instructor, but we regret we cannot excuse you from a payment of class or lesson for which you have contracted even if you cancel all lessons or classes. Tuition is not credited for missed classes.

### **Scholarships:**

FAA is proud to offer various scholarships. Details and policies can be found at [fineartsassociation.org/about/scholarships](http://fineartsassociation.org/about/scholarships).

When students are eligible for and receive scholarships, the scholarships will be applied to charges remaining **after** the student's portion of tuition has been applied.

### **Photo Release:**

By registering for classes or lessons you are agreeing to abide by The Fine Arts Association's Policies and Procedures and grant and give The Fine Arts Association the right to use your or your child's photograph or image with or without you or your child's name, both single and in conjunction with other persons or objects, for any and all purposes including, but not limited to, private or public presentations, advertising, publicity, and promotion relating thereto. If you do not wish to grant permission for you or your child to be photographed, please see the Customer Service staff for a Photographic Opt-Out form.