

**Capitol Hill Arts Workshop
Policies Agreement**

- **Registration Fee:** There is a one time \$10 Registration Fee per family.
- **Payment:** Payment in full is appreciated, but payment plans are available. This can be done by either providing a valid credit card number or leaving post-dated checks for 3 monthly installments. An authorization form must be completed in order to do this. All balances must be paid by the end of the current semester. Re-enrollment will not be allowed until balance is paid in full. The Arts Workshop accepts VISA, MasterCard, and American Express. Please make checks/money orders payable to the Capitol Hill Arts Workshop (or CHAW). All returned checks and late payments are subject to a \$25 fee.
- **Membership:** You do not have to purchase membership in order to enroll in classes at the Arts Workshop. However, membership provides you with 10% discount on all classes at the Arts Workshop for a period of one year. In addition, it provides for other discounts at area businesses. Membership discount excludes private music instruction, and cannot be combined with any other discounts or package deals. When registering for classes, please mention your membership to Arts Workshop staff.
- **Cancellations:** If any course has insufficient enrollment, the Arts Workshop reserves the right to cancel the course and all money paid will be refunded within 15 business days after notification of cancellation.
- **Enrollment:** Please note that the Arts Workshop has a set minimum and maximum class size for very specific reasons and therefore cannot change that set number for any particular class. In addition, we must abide by our set age requirements for our youth classes as the courses are created accordingly.
- **Weather Policy:** In general, the Arts Workshop follows the closings of DC Public schools. Sometimes we will open for evening classes or open on time even if the school system decides not to. You may call the office (202) 547-6839 to confirm the Arts Workshop's schedule during severe weather. If inclement weather occurs later in the afternoon, evening or on a Saturday, the Arts Workshop reserves the right to close and cancel activities. Classes cancelled due to inclement weather will be made up, if calendar and space permit.
- **Make-Up Week:** Most adult and early childhood classes have a make-up day built into the schedule, to accommodate inclement weather or an instructor's absence; there are no make-up classes to accommodate student absences.
- **Withdrawals:** 100% tuition **refund** is given prior to the first day of class, 75% tuition **credit** is given prior to second class. All withdrawals must be done in writing via email or postal mail. No verbal notifications will be accepted.
- **Dismissals:** The Arts Workshop reserves the right to dismiss any student because of disciplinary problems and/or past due tuition payments. Students dismissed will not receive tuition credits or refunds.
- **Photo/Video/Recording Release:** I hereby give my consent to the photographing, videotaping, and recording of my self, my artwork and my performances, or those of my child. The Arts Workshop is authorized to use or cause to be used all photography, videotaping, recordings and my name for advertising, publicity, commercial or other business purposes. Others may use and/or reproduce said photographing, videotaping, and recording with or without the Arts Workshop's consent. I release the Arts Workshop and its entire staff, faculty, customers, and the Arts Workshop's appointed advertising agencies and their staff, faculty, and customers from all claims of any kind on account of such use.

Our staff and faculty strongly believe in the mission, vision, and values of the Arts Workshop and will do all that is possible to uphold them. Our policies are here to effectively create an atmosphere where students can engage in building connections, participate actively, and grow individually through the arts. We appreciate your support in making this possible.

X: _____
Parent or Adult Student Printed Name

X: _____
Parent or Adult Student Signature

Date: ____/____/____