

PLEASE READ

Pine Shores Art Association

Sign-Up and Refund Policy (effective 2018)

For workshops where tuition is \$150 or more, a deposit of **\$100** must accompany the registration. For classes from \$100 to \$150 in tuition, the deposit will be \$50. Full payment must be received 30 days prior to the class start date. If withdrawal is prior to 30 days from the class start date, any monies paid, less a **\$40 service fee**, will be refunded. Pine Shores Art Association policy standard is that there will be no refunds given for withdrawals from classes for Out-Of-Town instructors within 30 days of the class start date.

If a class fails to meet the required minimum enrollment by 30 days prior to the start date, the workshop will be cancelled and full refunds issued. If a student withdraws from the class within the 30-day period, and a replacement is found, the student will receive a refund minus a **\$40 service/cancellation charge**. **If a replacement cannot be found, no refund will be issued.**

For local instructors, there is a maximum and minimum enrollment set by the instructor and program committee. A minimum of eight (8) paid students is required ten (10) days prior to the start date or the workshop will be cancelled and full refunds issued. PSAA assumes no liability for non-refundable expenses related to workshop cancellations or schedule changes.

In the event a class or workshop is cancelled by PSAA due to inclement weather or other situation beyond out control, Education and Registrar will make every effort to notify students in a timely manner. The organization will make every effort to reschedule the session. If it is impossible for a student to attend the make-up class, a partial refund will be issued based on the time lost.

Register for classes and pay online at PSAA or make checks payable to PSAA and mail to Jeanne Easton, 712 Wellesley Road, Lanoka Harbor, NJ 08734. Please include your name, email address, phone number, specific class info, and instructor's name with all checks. (To become a member, you must submit a separate check for \$30 and mail to *Membership - PSAA, 94 Stafford Avenue, Manahawkin NJ 08050.*)

PSAA Privacy Policy

Your privacy is important to us. Our online registration process is a secure and protected site. Your information will not be shared or traded with any outside parties whatsoever. Our email subscription is limited to our newsletters, exhibition, education and other PSAA updates, and cancellation announcements. You will not be subject to third party mailings or any advertising messages. You will automatically be enrolled in our email listings when you create your account but may opt to remove yourself from our email listings at any time should you decide to unsubscribe. When using our online payment system, you have the option to store your credit card information for future use, but it is not required.