

# Open Door Art Studio

## Saturday Morning Art Class

### Registration Information

- This program is very popular; students are encouraged to register as early as possible, registration is ongoing as our courses rotate.
- Enrollment is processed in the order received on a first-come, first-served basis.
- Payment-in-full is required to register; no partial payments will be accepted.
- Students requesting class placement with a friend of the same grade level should mail or fax registration forms and payment together. While placement in the same class cannot be guaranteed, every effort to accommodate these requests will be made.
- Because of limited space and security considerations, students are not permitted to attend any class for which they are not registered.
- Course changes must be requested through the studio director (Courtney Yoakum) and will be granted on a space available basis.
- Confirmation letters will be mailed to all registered students prior to the first day of class.
- Students are expected to arrive for class no earlier than 15 minutes prior to scheduled start time.
- Students are to be picked up when class is scheduled to end. Student that are waiting for transportation longer than 15 minutes after scheduled end time, will be charged a dollar per minute for every minute over the 15 minute grace period. Late fee will be collected at time of pick-up.
- Students who are planning to walk to class have to have a permission slip on file to be permitted to do so. Any student who does not have a permission slip on file will not be permitted to walk home.

### Fees

The fee for one course is \$150 and includes tuition, registration, and all supplies. Payment-in-full is required upon registration. Partial payments will not be accepted.

### Refund Policy

Request for refunds must be in writing and received at least 7 days prior to start date of course registered. No refunds shall be given after this period.

### Nondiscrimination Policy

ODAS complies with all local, state, and federal laws concerning civil and human rights, Educational programs, admissions, housing, and employment practices are free of any discrimination based on race, gender, color, religion, national origin, disability, sexual orientation, veteran status, or age.

### Conceal/Carry Weapon Policy

Pursuant to the Ohio revised code, no person shall knowingly carry possess, have under the person's control, convey, or attempt to convey a deadly firearm or dangerous ordnance on ODAS property. The valid license does not authorize the licensee to carry a weapon on to ODAS property.

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Signature

Date