

REGISTRATION AND ENROLLMENT POLICIES

General Information

- Tuition prices for all open enrollment courses already reflect a subsidy of of the true cost.
- All Courses are open to beginners unless otherwise noted.
- Students must be 15 years or older. Anyone under 18 will need liability waiver and photo release forms signed by their legal guardian to participate in the course.
- All tools and materials are provided unless otherwise noted. Students who wish to do larger projects may have to pay additional material costs.
- Students must dress appropriately to work in the studio.
- Safety and respect are priority; students must meet the Student Behavior Expectations to participate in Steel Yard courses.

Registration

- Registration is on a first-come first-serve basis.
- The only way to reserve a space in a course is to register and pay the tuition in full.
- Students may transfer their registration to a different course if they do so more than ten business days before the start date of the original course.
- If a course is canceled, enrolled students will receive a full refund or tuition credit.
- Refunds due to canceled courses will be processed within 10 days of cancelation.

Course Changes and Cancellation Policy

- The Steel Yard reserves the right to cancel, reschedule, or change the instructor for any course.
- In instances of inclement weather or last minute emergencies, the Steel Yard staff will do their best to contact students ahead of time and to reschedule effected class(es).
- Courses may be canceled due to insufficient enrollments. Depending on the media and process, some courses require a minimum number of students to run successfully. In addition, because all our open enrollment courses are subsidized, a minimum number of enrollments are needed to cover course expenses.
- If a course is canceled, enrolled students will receive a full refund or tuition credit.
- Refunds due to canceled courses will be processed within 10 days of cancelation.

Withdrawal, Transfer, and Tuition Credit

- Students wishing to withdraw from a course must do so at least 10 business days before the first day of class to receive a full refund, less a \$40 withdrawal administrative fee.
- No portion of tuition will be refunded or transferred if a withdrawal is made less than 10 business days before the start of the class. There are no expectations.
- Students can transfer to another course, or receive full tuition credit if the request is made at least 10 business days before the first day of the course they originally registered for.
- Any refund or credit due after withdrawal can be applied to enrollment in a different class.

Late and Missed Class Policy

- Our courses cover safety and process information that builds on learning, thus student consistency in attendance is recommended and in some cases required to continue in the course.
- The first day of class covers important safety information and must be attended by all students.
- Please notify the instructor and/or the Steel Yard as soon as you know you might miss a class.
- Students who miss required course days may be removed from the course without refund.
- There are no refunds, transfers, make-ups, or deferments for missed classes or for students who are late.