

ONGOING CLASS AND WORKSHOP REFUND POLICY

Students who wish to cancel their registration must submit a Refund Request Form to Tyler Campbell, Director of Operations, by email at programming@asld.org (preferred) or by dropping it off in the office. The League reserves the right to refuse any request (except on cancelled classes). **Membership fees are not refundable. The League does not transfer classes or offer class credits.**

- 100% refund: If cancelled by the Art Students League of Denver due to low enrollment
- 75% refund: Student cancels and refund form received five business days before class start date
- 50% refund: Student cancels and refund form received less than five business days before class start date
- 0% refund: Student cancels and refund form received on or after date of first class

Please Note: The date we receive your refund form will determine the % of refund as stated above (except cancelled classes).

Please allow 3-4 weeks for refunds to be processed.

- MATERIALS FEES: No refunds will be given for materials fees unless the League cancels a class.
- TRANSFERS: The League does not transfer classes or offer class credits, except in the case of BUILDING CLOSURES: If the League must close its school or cancel classes due to building system problems or *Acts of God*, i.e., blizzards/snow, floods, tornados or other extreme conditions, refunds to students currently enrolled will be given in the form of credits to be used for the rescheduled class or workshop or another class or workshop of the same or lesser value. Credits will expire 12 months from the date of issue. In the event the enrolled student cannot use the credit, it is transferable.
- SUBSTITUTE TEACHERS: **No refunds will be given if a substitute teaches a class due to the temporary absence of the scheduled faculty member.** Though every faculty artist has made a commitment to teach his/her class, emergency situations arise and in lieu of cancelling the class, the League or faculty member will do everything possible to find a substitute for the scheduled class period. Refunds will be issued only if the class must be cancelled.

ART STUDENTS LEAGUE
OF DENVER