

## **POLICIES**

### **Cancellations**

If a course fails to meet minimum enrollment 10 working days before the first class meeting, it may be cancelled. In this case we will contact you to choose an alternate class. If no alternates are available you may receive a full refund.

### **Changes/Errors**

MCA reserves the right to make changes to its curriculum, courses or instructors without prior notice. MCA is not responsible for errors, omissions or inaccuracies in our catalog, website, print media or other sources.

### **Missed Classes**

There are no make up sessions for classes missed by students. If a class meeting is cancelled by MCA, every attempt will be made to reschedule the class to accommodate the majority of the affected students. Classes cancelled due to inclement weather, power outages, natural disasters, or any other event outside the control of the College will not be rescheduled, nor will refunds, credits or “rain checks” be issued.

### **Publicity Waiver**

Enrollment in a course implies that students and/or parents of students grant permission for use of any visual record of students and/or their artwork for educational or publicity purposes, including use on our website.

### **Regulations**

A learning community depends on the good judgment and considerate behavior of its members. Any student whose conduct infringes on the rights of others will be dismissed without refund.

### **Required Age**

Our Adult Continuing Education classes are open to adults age 16 or above. Portfolio Development classes are open to students age 16 to 18 who are seeking admission to art college. Our Saturday School and Summer Art Camp programs are for students 5 to 16.

### **Student Project Pick-Up**

Any student work left on campus after the last class meeting will be held for 2 weeks, after which it will be discarded. MCA is not responsible for lost, stolen, damaged or unclaimed projects.

### **Withdrawal Policy**

Please choose your classes carefully. Refunds cannot be made after deadlines have passed. All withdrawals are subject to a \$25 withdrawal fee. If a student withdraws from a class 10 or more business days prior to the first class meeting, a full refund, less the \$25 withdrawal fee, will be given. If a student withdraws before the first class meeting, a 75% refund, less the \$25 withdrawal fee, will be given. No refunds are issued after the first class meeting.

## **COMMUNITY EDUCATION GENERAL INFORMATION**

### **Registration**

All tuition and fees are due in full at the time of registration. Partial payments are not accepted. Much advanced planning and preparation is required for each class offered; we ask that you register at least 10 working days prior to the start date of the class or session for which you are enrolling. Class space is limited; registration is on a first-come, first-served basis. Late registration is subject to available space and a \$25 late registration fee. Students may register online, by mail, fax or in person.

### **Confirmation**

Students will receive a written confirmation by email or mail upon receipt of completed registration forms and full payment.

### **Discounts**

Tuition discounts are available to MCA alumni, senior citizens (55+), families enrolling more than one student per session and active-duty military families. Materials fees are not discounted. Discounts may not be combined.

### **Materials**

Adult tuition fees do not include supplies. In some cases, a materials fee will be applicable to cover supplies. If no materials fee is specified, then a materials list will be sent with your class confirmation. Saturday School, Portfolio Development and Summer Art Camp equipment and supplies are included with tuition, except where noted.

### **Non-Credit Status**

Another option for adults is enrolling in our regular college courses on a non-credit basis. If space is available, adults may attend these classes alongside MCA's degree-seeking students at a reasonable cost. Call on or before August 20 for more information.