

The Art Students League of New York

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REFUND POLICIES

Class Refund Policy

Withdrawing students are eligible to receive a refund of 50% of the cost of the class within the first 9 (nine) days of the calendar month. **No refunds will be approved after the ninth day of the calendar month.** Students who register for a class after the ninth day of the calendar month are not eligible for a refund. (For example: If you register for a class on August 2nd, you must withdraw no later than August 9th to receive a refund. If you register for class on August 10th, you are not eligible for a refund.) Students requesting a refund must submit a Request for Refund Form.

Class Transfer Policy: In lieu of a monetary refund, students may transfer into another class, if available (and pay the difference, if any). Students may transfer classes only one time within the same month, transfers do not carry over to the following month. For classes that are full or waitlisted, in order for a transfer from full time to part time or vice versa, permission must be granted by the monitor and or instructor.

Please note: Sequential classes are non-transferable. Neither refunds nor credits are given for absences that occur in the course of the month. A student may not make up missed classes. Annual fee, studio maintenance and material fees are not refundable or transferable. A Request for Refund Form must be completed and returned in person, by fax: (212) 541-7024 or by e-mail: info@artstudentsleague.org.

Workshop Refund Policy: Refunds will be granted when a student submits a Request for Refund Form at least 5 business days before the start of the workshop. Only 75% of the workshop tuition will be refunded. No refunds will be given within 4 business days of a workshop. Materials fees are not refundable. Neither refunds nor credits are given for absences that occur during a workshop.

Workshop Cancellation Policy: Workshops are subject to cancellation. In the event of cancellation by the League, registered workshop students will receive a 100% tuition refund. Workshops may be cancelled on short notice. No refunds are given for travel expenses in the event of workshop cancellation. **Workshops are nontransferable.**

Travel Workshops Policy: The League is committed to maintaining an environment that fosters courtesy, respect and appropriate conduct among all those associated with the League, including instructors, students, staff members and visitors. As travel workshops are considered an extension of League activity, only students in good standing may register. The League reserves the right to deny registration to any student not considered a student in good standing in accordance with League guidelines and policies as set out in documents distributed to those who interact with the League. A deposit of \$1,000 per person, of which \$350 is non-refundable, is required as a reservation for travel workshops.

Gift Cards Policy: Non-refundable, non-transferable.

Open Sketch, Special Friday and Uninstructed Classes: Non-refundable, non-transferable.

Request for Refund Forms

These are available in the office and you can download the Request for Refund Form. Please submit the completed form either by fax: (212) 541-7024; e-mail: info@artstudentsleague.org; or in person. Refunds will be made to the student by check, credit card or on their League account. Allow two weeks for processing of a check, please verify your address.