

### **Registration information**

Registration is on a first come - first served basis with full payment required. Class sizes are limited with a minimum number of students for a class to be conducted. See class description for maximum and minimum enrollment information. Early registration is strongly encouraged to avoid class cancellations.

### **Class Cancellations - Schedule Changes**

The Mini Time Machine Museum reserves the right to change its calendar, withdraw or modify a course or substitute instructors at any time. The Museum reserves the right to cancel a class if minimum enrollment is not met three business days prior to start date. You will be contacted in the case of a class cancellation and given a full refund.

### **Tuition and Payment**

Full payment is due upon registration. Students will not be considered enrolled until full payment has been received. Tuition can be paid by phone, fax, mail, in person. Cash, check, Visa or MasterCard will be accepted. There will be a \$20 bank charge for any returned check.

### **Refunds and Transfers**

Refunds will be issued to students who cancel their paid registration provided notices are received in writing to The Mini Time Machine Museum by the times noted below. If you need to cancel, the following policies will apply:

- Refund of 75% paid tuition if cancellation is received nine business days prior to class start date
- NO** refund of tuition paid if cancellation is received three business days or less of class start date

*The Mini Time Machine Museum cannot offer make-up classes or give refunds for sessions missed as a result of student illness, emergencies or other events beyond our control.*

### **Materials and Classroom Policies**

Some miniature classes will include supplies. If students are responsible for providing their own art materials for each class, a materials list will be given to students as soon as The Mini Time Machine Museum receives this list from the instructor.

Due to multiple use of classroom space, students' artwork or materials cannot be kept beyond the end of each class session. Please remove all student art and materials at the end of classes. The Mini Time Machine Museum is not responsible for students' belongings left behind.

Only registered students are allowed in the classroom. The Mini Time Machine Museum reserves the right to withdraw (without refund of fees) the enrollment of any student whose conduct is deemed detrimental to the museum.