

Maud Morgan Arts | Adult Program Policies

Program Policies | Like all organizations of our kind, we have administrative policies developed for purposes of safety, clarity, and the smooth functioning of the program. Please review the policies laid out below so that expectations are clear. If you have further questions, do not hesitate to contact us. Thank you.

Registration | Course Withdrawal and Refunds

Refunds are only given if a student withdraws *10 or more business days* before the first class, less an administrative fee of \$25. Students withdrawing need a confirmation from a staff member that we have received notification that you are dropping the class. Please contact our Registration team registration@agassiz.org. Classes need a minimum of 5 students to participate, if we do not have enough enrollments, MMA will cancel the class and fully refund the remaining registered participants.

Classes that are canceled because of inclement weather or instructor absence will make up classes at the end of the term or by other arrangements. Our staff will reach out via email, if this is to occur.

There are no refunds for student absence or scheduling conflict, prices for programs are non negotiable. After classes begin, late registration may be accepted on a space-available basis with faculty approval. MMA does not prorate classes under any circumstances.

Course Confirmation Acceptance of payment confirms enrollment. You will receive a confirmation by email soon after you register. By registering you agree to the terms and conditions of our program and policies.

MMA class registration is first come, first served. Sign up for our mailing list to be notified of when registration begins. Our administrative staff will reach out with updates if this is to occur.

General Information

Publicity Waiver Maud Morgan Art classes are sometimes photographed or videotaped for publicity purposes. Permission to be included in publicity is implicit by enrollment. If you do not wish to be included in publicity, please submit this in writing to the office.

Materials & Studio Use

Purchased from MMA. Consult the director or the faculty for materials and prices. Adult students must accept full responsibility to maintain all equipment and pay for any damage to the studio beyond normal wear and tear. If a student causes damage or notices damage, they must report it to teacher or Cory Shea, Director, cshea@agassiz.org.

MMA is a Nut-Free center. Please observe this restriction, this is to protect our students with **severe life-threatening allergies**.

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Independent Studio Access

Only open to adults currently enrolled in the session. Currently Enrolled Adults (18 and older). Guests who are not registered in an MMA class are allowed to use the studios. Studio hours are not transferrable between sessions and are only active in the current session students are currently enrolled in; after the first class takes place. Independent use will be revoked if the studio is not cared for respectfully. Children enrollment in an MMA class does not permit studio time.

Studio Sign In

All students must sign in and out in the studio binders (on their designated page) each visit outside of classroom time. All students must comply.

Security

Please follow the Building Lock-Up Procedures if you are last to leave the art center; the classroom lights and hallway lights are turned off, and the front door (red doors) have been locked (inside deadbolt turned to lock). While you're in the studios, do not open the doors for anyone trying to enter the building, this is for your safety as well as the studio. All enrolled students and instructors have the shared doorcode.

COVID-19 Safety

Our COVID-19 safety steps are ever-evolving. To help mitigate the risk of spreading COVID-19 in our programs, we keep our programs outdoors as much as possible, including while eating snack. Mask-wearing is encouraged but not required.

Policies Last Updated, September 2022