

# CANCELLATION AND CLASS POLICY

If the Borrego Art Institute needs to cancel a class:

If the minimum number of students are not reached, it is up to the teacher if they want to proceed or not. A full refund will be issued to all participants if the BAI must cancel a class due to low enrollment or **for any other reason** deemed fit by instructor or employee of BAI. We encourage early registration to ensure that classes reach minimum enrollment.

If the student needs to cancel a registration:

- Please contact our Education Department at 760-767-5152 ext. 5 or by email: [cody.magee@borregoartinstitute.org](mailto:cody.magee@borregoartinstitute.org)
- Cancellations made more than 7 days to the start of class will be given their full refund, unless the participant chooses to donate class fee to program.
- Cancellations made 7 or less days to the start class will NOT be refunded.
- Late sign-ups of 7 or less days are not entitled to a refund.
- There are no refunds for no-shows or for withdrawals after the class begins.
- Exemptions to this policy may apply.

## Expected behavior

As part of the Borrego Art Institute mission, vision, and values, we strive to lead our people with respect, humility, motivation and appreciation. To this end, any student that does not follow expected standards of behavior and are disruptive may be removed, following appropriate notice. Inclusively, there will be NO REFUND given to the disruptive student.

With your class fee, we create an open art space for the community and support our working artists. Teaching Artists keep the arts alive! Teaching artists are practicing, professional artists who have dual careers as educators. They come from every artistic field and work in many settings. The teaching artists play an integral role in the fabric of the BAI and the community and provide high quality, creative, and lifelong learning experiences to people of all ages and abilities. Always show respect to your instructor and fellow classmates.