



## Tryon Arts & Crafts

373 Harmon Field Road  
Tryon, NC 28782  
Phone: 828-859-8323  
www.tryonartsandcrafts.org

### New Student Information

Dear Student,

Thank you for your participation at Tryon Arts & Crafts (TAC). If, at any time, you have concerns or questions, please feel free to call or come by the office. Our office hours are Monday through Friday, 9:00 - 5:00. If you call after hours, please leave a message and the staff will get back with you as soon as possible. We also welcome your suggestions.

Here are a few items you need to know:

Membership - There are three categories of membership:

Individual - \$40 per year

Family - \$55 per year

Lifetime - \$1,000

Our membership year is September 1 to August 31. You may join at any time of year. After March 1<sup>st</sup>, annual membership dues are reduced by half. Renewals are due in the month of September.

Materials - Many classes require a materials fee up front. Others will allow students to purchase materials as needed, either from outside sources or from the instructors. The office should advise you of a materials list at the time of registration or advise you of any changes.

Studio Time - TAC is happy to offer studio time in certain crafts to currently enrolled students. To arrange studio time or to check on current rates and schedules for studio time, contact the TAC office at 859-8323.

Behavior - We strive to provide a pleasant and creative experience for all students. TAC reserves the right to terminate participation, in a class, workshop, or studio time of any student whose behavior is deemed by the instructor to be disruptive or offensive. Any student asked to withdraw from an activity will not be reimbursed for the remaining portion of the class fee.

Parking - Parking is available in the surrounding area. Please observe the posted signs.

Inclement Weather Policy - If Polk County Schools are closed, morning programs and classes are cancelled. Please call the TAC office for the status of the afternoon programs and classes.

Tryon Arts & Crafts hopes your experience with us is a happy, creative and rewarding one. Please let us know if there is anything we can do to make it better. We are always interested in new class ideas and new instructors.

## Tryon Arts & Crafts (TAC) Class and Payment Policy

**Payment:** Tuition (and fee's, if applicable) must be paid at the time of registration. TAC will accept cash, personal checks, money orders or you may charge with Visa or MasterCard. TAC members receive a discounted rate on classes.

**Withdrawal/Refunds/Cancellations:** If a student wishes to cancel enrollment, notice must be given at least 10 business days in advance of the date of the first session. A full refund, less \$25 administrative fee, will be given to students who withdraw by the cancellation date. No refunds will be given after that date. Verbal notification to the instructor and/or failure to attend class is not considered official notice of withdrawal.

**TAC** reserves the right to cancel or reschedule classes, in order to register the minimum number of students required. If TAC must cancel or reschedule a class, registered students will be given the opportunity to enroll in the rescheduled class or another class, without penalty. If the student does not wish to reschedule or transfer, a full refund will be given.

**Classes Missed** for personal reasons will not be made up, except with the permission of the instructor, which must be done before the end of the session. No refunds or credits will be given for missed classes. If TAC must cancel class due to inclement weather, instructor illness or other conditions beyond our control, classes will be rescheduled.

**Registration forms** and the **Release/Waiver** must be completed before students can participate in class.

By signing this form, you indicate that you have read this document in its entirety and agree to the conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
TAC staff/instructor