Tryon Arts & Crafts School wants to ensure that all students enjoy a pleasurable educational experience when participating in activities and courses at our school. So that course participants are informed, we require that all of our students sign the TACS Student Agreement form annually. We thank you for your cooperation.

Behavior
We strive to provide a pleasant and creative experience for all students. TACS reserves the right to terminate any student’s participation in a class, workshop, or Studio Time if their behavior is deemed by the instructor to be disruptive or offensive. Any student asked to withdraw from an activity will not be reimbursed for any portion of the course fee.

Transactions and Communications
All official communication and transactions related to course registration, withdrawal, payment, and refunds must be made directly with TACS’ staff. Staff are expected to handle business correspondence during regular business hours only, via telephone or TACS email. Social media is not considered an official tool for communication with TACS.

Payment
Course tuition payment may be made through tryonartsandcrafts.org, by phone with TACS staff, or in the office with TACS staff.

Full tuition must be paid at the time of registration. TACS will accept cash, personal checks, money orders or credit card payments.

TACS does not hold course spaces without full payment. Students who have placed their names on a course roster without paying tuition fees are not guaranteed a place in the course and may lose their place to a paying customer at any time.

Withdrawal / Refunds
If a student wishes to cancel enrollment, notice must be provided to TACS staff at least 2 weeks in advance of the program. 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 is not considered official notice of withdrawal. Failure to attend class is not considered official notice of withdrawal.

Absence
TACS does not provide refunds or credits to students who miss class for personal reasons.

Make-Up Sessions for Individuals
Paying students are granted restricted access to studios and instruction. Students are not permitted to deviate from the set course schedule without explicit preapproval from TACS.

Students who wish to compensate for time missed during their absence may not set their own make-up schedule without TACS approval on a case-by-case basis.

Students who are absent from their paid class may contact TACS staff to request a private lesson with their instructor for an additional tuition fee. TACS does not guarantee that a private class will be available.
Make-Up Group Sessions and Alternate Group Schedules

If students and instructors collectively wish to make arrangements for an alternate class schedule, all such arrangements must be pre-approved by TACS staff with all registered students being in favor of the request.

If TACS must cancel a session of a weekly class due to inclement weather, instructor illness or other conditions beyond our control, the session will be rescheduled. Rescheduling is not guaranteed for one-time workshops (see cancellation policy).

If at all possible, make-up courses must be scheduled before the end of the current seasonal session.

Cancellation

TACS will conduct courses when an established minimum number of students are registered. TACS reserves the right to cancel, reschedule or postpone courses in an effort to meet minimum enrollment. TACS will notify students no later than 5 days prior to a course start date if a class is cancelled due to low enrollment. If TACS 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 a registrant does not wish to reschedule or transfer, a full refund will be provided.

TACS Course Policy Form and Release/Waiver

Before students can participate in a TACS program, they must first sign both the TACS Student Agreement form (below) and the Student Release/Waiver.

Accessibility

TACS maintains public facilities with handicapped-accessible entrances and restrooms. If you have mobility restrictions, hearing impairments, or sight impairments, please contact TACS to discuss access to studios and other facilities. TACS may also need to communicate with your instructor to determine whether the class prerequisites are fitting for you.

Age Requirements

Students under 18 years of age must have an attendance waiver signed by their parents. Instructors can reserve the right to restrict the age of class/workshop attendants.

Diversity and Inclusion

All students are welcome regardless of race, gender, sexual orientation, religious affiliation, political affiliation, national or ethnic origin.

Alcohol, Tobacco, and Illegal Drugs

Alcohol is not permitted in studios or public areas without prior approval of TACS.

All tobacco products (for example, cigarettes, vapor cigarettes, and smokeless tobacco) are prohibited inside any building at TACS.

Illegal drugs are not permitted on any part of the TACS campus.

Firearms

Firearms are not permitted inside TACS’ buildings.

Property

TACS is not responsible for the security of property belonging to students, instructors, or guests.

Animals

Teachers’ and Students’ pets (dogs, cats, etc.) are not allowed inside the buildings at TACS for any reason.
Service animals with official medical certification are allowed in the main building of TACS, but not in active classrooms.

Pets of the general public are allowed only in the foyer of TACS’ main building, and must be supervised on a leash at all times.

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

____________________________  __________________________
Signature                     Print Name

____________________________
Date

*Tryon Arts & Crafts School hopes your experience here is a creative and rewarding one. Please let us know how we may make it better – we are always interested in new ideas for programs and instructors. You also can improve our school through membership support and volunteer opportunities. Ask our staff for more information!*