



Birtle Centre for the Arts

— *Creating Community* —

REGISTRATION, WITHDRAWALS AND REFUNDS POLICY FOR CLASSES AND WORKSHOPS

Some courses require minimum enrollment. Any cancellation by the BCA will result in a full refund to registrants.

Refunds for classes will be issued if we receive notification of withdrawal no later than one week before the first day of the class.

In the event of postponements due, for instance to inclement weather, schedules will be extended accordingly, as arranged by the instructor.

- Space is limited. Admission is on a first come, first served basis.
- Please pay one week before classes start. If classes become full and your payment has not been received, your position on the registration list can be bumped for a paying participant.
- Art classes involve working with messy materials. Participants should dress appropriately.
- The BCA reserves the right to photograph classes in progress and works being produced for educational and promotional purposes. (You may opt out of photos by notifying staff.)
- Personal data will not be shared, traded, or sold to any third parties. The BCA reserves the right to use this information for our own statistical, mailing and membership purposes. You will be on our mailing list but may opt out at any time by emailing us.