

REFUND, CANCELLATION, ABSENTEE POLICY

- * To withdraw from a Class or Workshop: Students must notify TAC by phone, mail, or in person; emails will not be accepted for class withdrawals.
- * The registrar or TAC Staff must be notified at least 2 business days prior to the first day of a class session in order to receive a refund, less a \$25 withdrawal fee per class.
- ** NO REFUNDS OR CREDITS WILL BE GIVEN AFTER THE SESSION STARTS.**
- * Refunds take 2-3 weeks to process.
- * If a Class or Workshop does not fill and is cancelled, a full refund will be issued within 2-3 weeks for the full amount paid.
- * Memberships are non-refundable.
- * TAC is not responsible for Classes or Workshops missed due to student absence. Please discuss options with instructors.

Refund Schedule	Dropped 3 or more days before first session*	Dropped between 2 days before the 1st session & the 1st working day after 1st session*	Dropped after the 1st working day after the session begins
Adult & Children's Classes	Tuition refunded minus \$25 processing fee**	Tuition refunded minus 50% of the tuition	NO REFUND
Workshops over \$100	Tuition refunded minus \$25 processing fee**	NO REFUND	NO REFUND
Workshops under \$100	Tuition refunded minus \$25 processing fee**	NO REFUND	NO REFUND