

Ottawa School of Art | École d'art d'Ottawa

MEMBERSHIP REQUIREMENTS

All adult students and parents of children, who are students, are required to become General Members of the Ottawa School of Art in order to take classes. The Individual Membership fee is \$30 plus tax and is valid for one year from the date of issue.

Group/Family Membership (where several members of the same household take courses) is also \$30 plus tax.

Membership fees are non-refundable.

REGISTRATION POLICY

Payment in full must be made at the time of registration. The Ottawa School of Art accepts cash, cheque, VISA or MasterCard credit cards and INTERAC bank debit cards. Registration may be made in person or by telephone (VISA or MasterCard only). A surcharge of 2.5% is applied to all credit card transactions.

NOTE: There is a \$25 administration charge on all NSF cheques.

We urge you to register early, at least two weeks prior to commencement of the course. Space will not be reserved without full payment. The Ottawa School of Art reserves the right to cancel any class due to insufficient enrollment or other unforeseen circumstances.

BURSARY ASSISTANCE

Students that demonstrate crucial financial need may apply for assistance. Applications may be obtained at the Ottawa School of Art Registration Desk and must be submitted at least two weeks prior to registration. Bursary assistance typically covers 50% of the course fee (not including the membership fee).

SUMMER AND MARCH BREAK CAMP WITHDRAWAL, REFUND, TRANSFER AND CANCELLATION POLICY

If for any reason, you wish to withdraw your child from a Camp, you must email your request to the Registrar (program_officer@artottawa.ca), with the following in mind:

- * **For withdrawals requested prior to 2 full weeks before the start date of the camp (received by the Friday) the student receives a refund of the course fees, less a \$25 administrative charge + HST. Memberships are non-refundable.**
- * **For withdrawals requested within 2 weeks of the start date of the camp (received by the Friday), the student receives a refund of one-half of the course fees, less a \$25 administrative charge + HST.**
- * **No refunds or credits will be provided for withdrawals requested within 1 week of the start date of the camp or once the first day of camps has been delivered, whether attended or not; if a student has suffered an illness a credit toward future courses may, however, be negotiated at the discretion of the school **when provided with a doctor's note**, less a **\$25 administrative charge + HST, as well as a charge for each session from the starting date of the Camp to the student's withdrawal date.****
- * **If for any reason you wish to transfer from a Camp for which you have registered to another course, and your request can be accommodated; a \$25 fee + HST will be charged for transfers made prior to the start of the classes; and a \$25 fee + HST will be charged for transfers made once the first class has taken place.**

If for any reason the Ottawa School of Art cancels a course, every attempt will be made to identify an alternative course that will be suitable to the student. If this is not possible, the course fee will be fully refunded, with no administrative charges applied. If, over the duration of a course, a class is cancelled, every attempt will be made to arrange a 'make up' class. If this is not possible, the class portion of the course fee will be fully refunded, with no administration fee applied.

NOTE: Student withdrawal, refund, or transfer requests will not be processed by telephone. In many cases, they are handled by email, using a special form. **Refunds are returned using the original form of payment;** please allow 5 – 10 business days for processing.