

WITHDRAWAL AND REFUND POLICY

Notice of withdrawal must be in writing, delivered to the office in person, by post, or by email (info@tsa-art.com). All refunds will be processed and paid within 30 days upon receipt of withdrawal notice. Classes cancelled by TSA will be refunded in full. Students may not apply refunds to future terms. Please note: Reviewing and agreeing to the terms and conditions of this policy is a required item during course registration.

For 12 and 10-week courses:

- Up to 5 business days before the start of the first class, tuition plus applicable fees will be refunded less a \$40 cancellation fee, per course.
- After the first class, you have up to 3 business days to withdraw and receive 50% back. You may also switch into a different course. See below for more details.
- After this point, there will be no refunds issued regardless of attendance, reason, or health status.

For 8 and 6-week courses:

- Up to 5 business days before the start of the first class, tuition plus applicable fees will be refunded less a \$40 cancellation fee, per course.
- After the first class, you have up to 3 business days to withdraw and receive 50% back. You may also switch into a different course. See below for more details.
- After this point, there will be no refunds issued regardless of attendance, reason, or health status.

For 3-day workshops and 1-week intensives (incl. Youth Art Camps and Intensives):

- Up to 5 business days before the start of the first class, tuition plus applicable fees will be refunded less a \$40 cancellation fee, per course.
- No refunds issued after the start of the course, regardless of attendance, reason, or health status. You may also switch into a different course. See below for more details.

Switching Courses:

- For each course registration, only one course switch within the same term is allowed, unless the course is cancelled by TSA.
- There will be a \$40 administrative fee per course for any switches thereafter.
- All course switches must occur *before the second class begins*.
- Any differences in tuition and material/model fees will be charged or refunded.

Course Cancellation and Postponement:

- If a course has low enrollment it will be postponed one week. Students will be notified of this change one week before the start of the course.
- A postponed course may be cancelled if the minimum enrolment is not reached. Students will be notified one week before the postponed start date with an option to switch into another course within the same term or to receive a full refund.