

REGISTRATION Registration for courses at TSA may be made online at tsa-art.com, over the phone (416 504- 7910) and in-person. We accept VISA, MasterCard and INTERAC bank debit cards, personal cheques and cash for payment. There is a \$20 administration fee per registration (if you sign up for 1 or more classes **at the same time** the fee is applied only once).

Registration for courses must be complete before the second class. In general, after the second class, registration is closed, unless the instructor agrees to add additional students. Tuition is not transferable.

In order to avoid disappointment, please register early as our classes are small and tend to fill quickly.

WITHDRAWAL / REFUNDS / TRANSFERS / CANCELLATIONS TSA hires faculty, reserves studios, purchases materials and hires models in advance of a course running. We make every effort to run courses we have announced in our schedule.

If a course does not meet our minimum registration we will either postpone the course in order to gain minimum registration or cancel it. We will contact students one week prior to a course being postponed or cancelled.

WITHDRAWALS / REFUNDS If students wish to withdraw, they must inform us in writing (email: info@tsa-art.com) a minimum of 5 business days prior to the course running. An email requesting a course withdrawal must follow any conversation by phone or in person.

REFUNDS Course tuition and other fees (applicable model, material and lab fees) may be refunded as follows:

- A full refund of tuition and other fees (minus the \$20 admin and a \$40 cancellation fee) with a minimum of 5 business days written notice prior to the start of the course.
- After the first class, a 75% refund of tuition and other fees (minus the \$20 admin and a \$40 cancellation fee).
- After the second class, a 50% refund of tuition and other fees (minus the \$20 admin and a \$40 cancellation fee).

After the third week, we are no longer able to offer refunds.

TRANSFERS We understand that sometimes students wish to switch courses after they have experienced a course for the first time.

TSA allows one 'free' course switch per course/per term. If an additional course switch is

requested, a \$40 administration fee will be applied.

No course switches/transfers will be made after the second class. Any differences in tuition/fees must be paid and/or will be refunded.

CANCELLATIONS / POSTPONEMENTS TSA will always try to ensure that classes offered in our schedule will run. However, low enrolment or other factors may result in a course being postponed or cancelled. If TSA postpones a course, the difference between the original fees and the actual fees based on the number of weeks the course will run will be refunded to the student.

If TSA cancels a course due to low enrolment or other reasons, every effort will be made to help find an alternative course. If this is not possible, we will gladly refund the full tuition and other appropriate fees (including the admin fee).

Please note that TSA is unable to hold tuition/fees payments from one term to another, therefore tuition and associated fees must be refunded to students if applicable. Course cancellations and postponements will be communicated at least one week prior to the original start date of the course.

TSA reserves the right to change, alter or cancel any course or student registration.

Registration cannot be processed without students agreement to the above terms.

Please expect up to 30 days for approved refunds to be processed and paid.