

**NASSAU COUNTY MUSEUM OF ART – ART SCHOOL REGISTRATION POLICY**

**WINTER 2012 REGISTRATION OPENS TUESDAY, DECEMBER 6, 2011  
AND CLOSES TUESDAY, JANUARY 24, 2012**

- Enrollment Limits –** Registration is based on a first come/first served basis. Unless otherwise noted, student limits are as follows: Adult Classes 20; Young Artist Program (YAP) Classes 13; Portfolio Preparation Classes 10. **Should a class not obtain 6 registrants by the first scheduled class date, it will be canceled.**
- Transfers –** Requests to transfer to another course or section are subject to a \$20 processing fee and must be made prior to the second class date.
- Student Absences –** Each class runs once a week for 10 weeks. Please check your calendar for all class dates before registering. Students who are absent will **NOT** receive a refund or art school credit but should contact the instructor to discuss make-up options.
- Processing fees –** A \$2 handling fee is applied to online registrations. A \$25 processing fee will be charged to cover the cost of returned checks or declined credit or debit cards.
- Cancelled Courses –** NCMA reserves the right to cancel any class due to insufficient registration! In this case a full refund, in the original form of payment, will be issued to any students enrolled in the cancelled class.
- Cancelled Registration –** Any students who choose to cancel a class registration prior to the first meeting will be subject to a \$20 handling fee. No refund will be issued after the first class for any reason!

In the event of inclement weather or instructor absence, classes will be cancelled. They will be rescheduled during Intercession.

NCMA Members are eligible for a \$15 discount per course. Contact the Membership Office to check your membership status or to join.

**WINTER 2012 CLASS DATES**

	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
SUNDAY	-	-	-
MONDAY	-	-	-
TUESDAY	10, 17, 24, 31	7, 14, 28	6, 13, 20
WEDNESDAY	11, 18, 25	1, 8, 15, 29	7, 14, 21
THURSDAY	12, 19, 26	2, 9, 16	1, 8, 15, 22
FRIDAY	13, 20, 27	3, 10, 17	2, 9, 16, 23
SATURDAY	14, 21, 28	4, 11, 18	3, 10, 17, 24

**CLASSES BEGIN TUESDAY, JANUARY 10 AND END SATURDAY, MARCH 24, 2012.**

**NO CLASSES TUESDAY, FEBRUARY 21 - SATURDAY, FEBRUARY 25, 2012 (PRESIDENTS' WEEK).**

**WINTER INTERSESSION RUNS TUESDAY, MARCH 27 THROUGH SATURDAY MARCH 31, 2012.  
ALL MAKE-UPS WILL BE HELD DURING THIS WEEK**