



## Class Enrolment

Tuition fee is due in full at time of registration. There is a booking fee of 2.9% + .30c per booking.

Tuition is non-transferable, unless by prior arrangement.

Clay, tools and firing fees are not included in tuition, unless specifically stated for that class.

## Refund Policy

A full refund (minus \$25 administration fee) will be given if you cancel 3 weeks prior to the class starting.

A 50% refund will be given if you cancel 2 weeks prior to a class starting.

No refund will be given if your cancellation occurs within 2 weeks of the class starting date.

All Refunds will incur a 2.9% Stripe Processing fee.

## Non-Attendance

If you are unable to make a class because of illness or for personal reasons, **we do not offer refunds or make-up classes.** We will however endeavour to catch you up where possible.

The Clay Centre reserves the right to cancel classes with insufficient enrolment. A full refund will be issued if this is the case.

The Clay Centre reserves the right to change the tutor stated for the class at any given time, however we will endeavour to let students know ahead of time.

## Unforeseen Events

If a class is paid for and interrupted due to unforeseen events, we will reschedule these classes as soon as possible.

NO REFUNDS are offered for these classes; however, we will do our best to accommodate all.

If you are unwell, please do not come to class. We will endeavour to catch you up.

## Health and Safety:

### RISK TO LUNGS FROM CERAMIC DUST

All cleaning is wet cleaning only. Please do not create any dust in the studio.

Pick up clay scraps before they dry and turn to dust on the floor. Especially after a trimming class.

If you need to sand your pots, this must be done outside – no inside sanding allowed.

### Glazing:

All glazes used must be Clay Centre Glazes.

When using the glaze booth or wax booth, always put the fan on.

### Cleaning up:

Please make sure you wipe down all these surfaces with a wet sponge:

- Your work table.
- Any batts and boards you have used in the wheel and hand building classrooms.
- The wedging table.
- Any Clay Centre tools