

SPRULL CENTER FOR THE ARTS COURSE CHANGES / CANCELLATIONS

- The Spruill Center reserves the right to refuse/cancel registration, change or cancel any class for any reason.
- Changes/cancellations initiated by a student will incur a fee and **MUST** be accepted by an SCA employee before the deadline.
- The fees and deadlines for all cancellations and transfers initiated by a student are based on the course fee, as follows:

Course Fee	Transfer Fee	Cancellation Fee	Deadline
\$0 - \$50	\$0	\$5	3 business days before the course start date or by the published registration deadline.
\$51-\$75	\$5	\$10	
\$76 - \$99	\$5	\$15	
\$100-\$199	\$10	\$20	
\$200-\$300	\$15	\$30	
Over \$300	\$20	15% of fee	
Special Workshops	No Transfers	Based on the workshop fee.	
Visiting Artist Workshops	No Transfers	Non-refundable deposit (if not specified=\$100) + 15% of fee	2 weeks or by the published registration deadline.
Summer Camp: 5-10 year olds	Transfer to other camp sessions only; \$15 per transfer	\$30 per cancellation	3 business days before the first day of camp session.
Summer Camp: 11-14 year olds	Transfer to other camp sessions only; Transfer fee based on camp fee.	Based on the camp fee.	2 weeks before the first day of camp session.
All other (non-Summer) Camps:	Transfer fee based on camp fee.	Based on the camp fee.	3 business days before the first day of camp session.

- Students will be notified in the event of a course changed or cancelled by SCA as soon as possible.
- No refunds, transfers, and cancellations after a course has begun or beyond the registration deadline.
- Emergency/Medical refunds may be available at the discretion of The Registrar with documentation.
- Memberships and donations are **NOT REFUNDABLE**.
- Monies will not be held as a credit for future use.
- Previously retained fees due to a student initiated cancellation or transfer will not be refunded for any reason.