

Cowee Pottery School Class Cancellation Policy

This policy outlines the process and conditions under which a student may cancel their enrollment in a class and the terms of refund eligibility. Our goal is to ensure fairness and clarity for both students and the institution.

Cancellation and Refund Conditions

- ***Cancellation at Least 8 Days Prior to Start of Class***

Students who cancel their enrollment at least eight (8) days before the start of the class will be eligible for a full refund.

- ***Cancellation Between 7-1 Days Prior to Start of Class***

For cancellations made between seven (7) and one (1) day prior to the start of the class, students will be eligible for a 75% refund.

- ***Cancellation on the Day of or After Start of Class***

Cancellations made on the day of the class or after the class has started will not be eligible for a refund.

Review Process

All cancellations will be reviewed by the CPS Board President. This ensures that each case is handled with consistency and according to the school's cancellation policy. The President will assess the cancellation request and determine the appropriate refund based on the timing and circumstances of the cancellation.

Special Circumstances

We understand that unforeseen circumstances can arise. Special circumstances will be considered on a case-by-case basis. The CPS Board President will determine the appropriate course of action, which may include a full or partial refund, or credit towards future classes.

Policy Communication

It is the responsibility of the student to familiarize themselves with this cancellation policy upon enrollment. The policy will be made available on the school's website, and during the enrollment process to ensure transparency and understanding.

Contact Information

For questions or concerns regarding this policy, students are encouraged to contact the CPS Board President directly. We are committed to providing clear and fair guidelines and are available to assist with any inquiries. contact@coweepotterschool.org

Thank you for your cooperation and understanding.