

EDUCATION POLICIES

CANCELLATIONS The Lexington Arts and Crafts Society reserves the right to cancel any under-enrolled course, to restrict registration, to change instructors if necessary or make schedule changes. Every effort will be made to notify registered students. Classes cancelled due to low enrollment will be refunded.

TUITION REFUNDS Full tuition will be refunded only if LACS is notified at least two weeks prior to the start of class. If a student cancels within two weeks of the class start date, then registration fees will be subtracted from the refund. Cancellations for medical or emergency reasons are handled on a case-by-case basis. An administrative fee may be assessed if change requests are made.

CLASS CONFIRMATION Confirmation of your class/workshop is made via email only. Students will be notified only if classes are full or cancelled prior to the first class. Plan to attend your class at the first meeting unless otherwise notified.

INCLEMENT WEATHER In the event of inclement weather, check Lexington Public School Closings. If Lexington Public Schools are closed, LACS will be closed. Classes postponed due to weather or other factors beyond Lexington Arts and Crafts Society's control will be rescheduled if possible. Make-up classes will be held at the end of the term unless otherwise notified.

MATERIALS LISTS AND FEES Some classes require that participants pay an additional fee to cover the cost of materials provided by the Instructor, or require students to bring their own supplies and safety equipment. For a materials list please consult the course description in this class brochure. Materials lists are sent via email to enrolled students upon request if not posted on the website. If you do not have an email address please call 781-862-9696. Some materials fees are paid directly to the instructor at the first class.

**Questions? Call 781-862-9696
Or Email: lacs.lexington@verizon.net**

ACCESS/MEDICAL CONDITIONS Lexington Arts and Crafts Society welcomes participants of all abilities. We are wheelchair accessible and offer handicapped parking close to our Education Entrance. If you or your child has any special needs or medical conditions that we need to be aware of, please notify us in advance, so we can best accommodate you.

PHOTOGRAPHY Lexington Arts and Crafts Society photographs its classes for promotional purposes. Occasionally, local media will also document special workshops and events. Registration implies your compliance with the use of your image in our publicity materials. If you do not wish for you or your child to be photographed, please notify us in writing.

DISCOUNTS Members of the Lexington Arts and Crafts Society receive discounts on classes and workshops. If you are not yet a member and wish to join, please call the office at 781-862-9696 Monday-Friday, 9am-4pm.

LATE REGISTRATION FEE \$15 - Registrations must be received at least one week prior to the start of class or a late fee of \$15 will be assessed.

STUDENT CONDUCT Members of the LACS community, including Junior Members, are expected to exhibit considerate and appropriate behavior.

Examples of prohibited behaviors are: disruption of learning; threats to the safety of self or others; foul or obscene gestures or language; disrespect to others; destruction of property or theft.

Student status is a privilege subject to certain expectations. LACS reserves the right to suspend or dismiss students at any time for conduct that LACS deems to be detrimental to the LACS community or that violates the laws of the Commonwealth of Massachusetts of the United States.