

# Wolf Trap Classes Policies

Winter 2010



## Policy

Wolf Trap Foundation for the Performing Arts is a nonprofit cultural and educational organization that does not discriminate on the basis of race, color, religious belief, sex, age, national origin, disability, or any other classification protected by applicable law.

## Registration Confirmation

Online registration is the recommended method for immediate registration and confirmation. Class participants will be registered on a first-come, first-served basis. Confirmations will be sent via email once application and payment have been received and processed.

## Classes Location

All classes will take place at the Center for Education at Wolf Trap, 1645 Trap Road, Vienna, VA 22182.

Wolf Trap reserves the right to move the location of a specific session to The Barns at Wolf Trap, located next door to the Center for Education.

## Wolf Trap Classes Refund Policy

All cancellation requests must be submitted **in writing** to Wolf Trap.

- Winter 2010 registrants who cancel before 5 p.m. on Friday, December 11, 2009 will be refunded 50% of paid tuition.
- Winter 2010 registrants who cancel between 5 p.m. on Friday, December 11, 2009 and 5 p.m. on Friday, January 22, 2010 will receive a credit of 50% of their paid tuition toward a future Wolf Trap Class (credit must be used before December 31, 2010).
- Registrants of Private Piano, Private Voice, and Group Guitar Lessons who cancel between 5 p.m. on Friday, December 11, 2009 and 5 p.m. on Friday, February 5, 2010 will receive a credit of 50% of their paid tuition toward a future Wolf Trap Class (credit must be used before December 31, 2010).
- Registration is not transferable to another individual.

## Return Check Policy

\$25 will be charged for all returned checks.

## Attendance/Make-up Policy

Wolf Trap will cancel any class with insufficient registration, and tuition will be refunded in full. We do not guarantee make-up classes for those cancelled due to circumstances beyond our control (e.g. weather). We do not offer make-up classes due to a participant's non-attendance, illness, vacation, etc. As many as two make-up lessons may be offered for Private Lessons only. Make-up lessons for Private Lessons may be offered in the form of a group master class at the discretion of the instructor. Classes are not interchangeable.

## Siblings/Guests

In order to provide the full educational benefits of the Baby Artsplay and Artsplay curriculum, only registered participants and their parents/caregivers are allowed to attend. Unregistered siblings and guests are not allowed in the classroom and unregistered children may not be left unattended in the waiting area.

## Photography and Filming

Photography and filming of class activities by registrants is not permitted.

## Inclement Weather

Classes at the Center for Education are cancelled only if the Wolf Trap Foundation is closed. For class status, please call (703) 937-6307.

## Waiver

### Classes for Children & Families:

In registering a child, the parent/guardian agrees to the following:

- I will be in control of and responsible for the child or children under my care at all times during classes where parents and children are attending class together.
- I consent to the use of my child's and my image or likeness incidental to any live or recorded video display or other transmission or reproduction of the event for which I am registering.
- I hereby agree to save and hold harmless Wolf Trap and the officers, employees, and agents thereof from all liability for loss, damage, or injury to persons or property, which may arise out of participation in Wolf Trap programs.
- I will be responsible for picking up my child promptly at the conclusion of his or her class.

### Classes for Adults:

By registering, all participants agree to the following:

- I consent to the use of my image or likeness incidental to any live or recorded video display or other transmission or reproduction of the event for which I am registering.
- I hereby agree to save and hold harmless Wolf Trap and the officers, employees, and agents thereof from all liability for loss, damage, or injury to persons or property, which may arise out of participation in Wolf Trap programs.

## For More Information

<http://www.wolftrap.org/education.aspx>



Foundation for the Performing Arts

1645 Trap Road • Vienna, VA 22182 • [www.wolftrap.org](http://www.wolftrap.org) • (703) 937-6307 • fax (703) 255-1924 • [classes@wolftrap.org](mailto:classes@wolftrap.org)