



CLASS REGISTRATION

BY PHONE 510.620.6772 Visa, MasterCard, or American Express accepted. Must receive payment upon call.

BY US MAIL OR EMAIL Send credit card information or a check payable to Richmond Art Center for the amount due and include class number and preferred method of communication. Spaces will be allotted based on date received regardless of postmark.

IN PERSON Tue through Sat, 11– 5 pm

EARLY-BIRD DISCOUNT Register for classes and workshops by **August 26** and receive a **5% discount**.

RICHMOND RESIDENT DISCOUNT Richmond residents receive a 5% discount on all classes and workshops.

DROP-IN POLICY Per-day drop-ins are allowed in some adult classes with the consent of the instructor or where noted in the description. Students may drop in **ONLY** three times before they are required to purchase a half or full class unless otherwise noted.

REFUNDS If you are unable to attend, we will issue a full refund if you notify us at least five business days before class begins less \$25.

Three weeks into a class registrations are considered final and no refunds will be given. Exceptions to this policy may be granted in cases of documented family or medical emergency.

Fees cannot be prorated due to planned absences, minor illnesses or vacation schedules. No refunds are given due to failure to attend class. If enrollment is insufficient and RAC cancels a class, your fee will be refunded in full.

Becas Disponibles. Para mas información en español, llame al 510.620.5530.