

## ***Instructors***

*Instructors are responsible for choosing their own class material. In case of illness or personal emergency, an instructor may arrange a substitute to teach a class, or schedule a make-up.*

## ***Cancellations***

*GCA reserves the right to cancel a class prior to its start date for any reason, including minimum enrollment requirements. **To avoid cancellations, you should register at least one week before classes are scheduled to begin.** In case of cancellation, we will contact students using the phone number provided on the registration form. If Groton-Dunstable Regional School District cancels school due to inclement weather, GCA's classes will also be cancelled that day. The classes will be made up.*

## ***Refund Policy***

*We do not pro-rate classes, tuitions or participation fees. You may join a class, program or camp session after the start date of the session provided there is space available, and at the director's discretion.*

*If you withdraw before the session start date, you will be issued a refund less a processing fee. (Processing fee: \$50. for Summer Camp, Skateworks and Three Rivers Youth Theatre; \$25. for Artworks classes)*

*If you withdraw during the first five days of class, you will be issued a refund less the processing fee plus the tuition for any instructional time you have received.*

*After the first five days, there will be no refunds. In the case of extended illness or injury, you will be refunded the unused portion of your class tuition, but you must notify us in timely fashion and supply a doctor's note.*

## ***How to Register***

*Payment must be received **prior** to the start of your first class. We accept check or money order and credit cards (see 'register online' on left navigation pane on website).*

***If mailing:*** *Send completed registration form to the following address:*

*Groton Center for the Arts*

*P.O. Box 423*

*Groton, MA 01450*

*Registrations will be taken on a first come, first served basis.*

*We will confirm your registration by email.*

***Phone:*** *You may register by phone by calling GCA at 978-448-3001. However, your place in the class cannot be confirmed until we receive your payment.*

*There will be a \$30.00 charge for returned checks.*

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