

CLAYWORKS STUDENT REGISTRATION POLICY

Students are required to supply their own hand tools. ClayWorks will provide clay, glazes, wheels, slab roller, and kilns. Students will be provided 50 pounds of clay per term. Additional 50 pounds of clay may be purchased in addition to what is provided.

Tuition for current term students must be paid by midnight on the Monday four weeks before the term begins to receive registration priority. After 6 terms, students wishing to enroll in further classes will lose priority status, for the next 4 terms. After 4 class terms without priority, priority status for registration will again apply for another 6 terms.

Any new students may register for classes following the priority period for current term students. See registration form for dates. Classes are available on a first-come basis. To register for classes, mail a registration form and payment to the registrar.

One daytime and one evening class will be offered each term. Terms are 10 weeks long. There are four terms per year. There is a limit of 10 students per class. This is due to limited work and storage space.

There is no make-up or refund for classes missed by the student during a term. If the instructor must cancel class for any reason, a make-up class may or may not be scheduled.

The Registration form must be mailed to the registrar. It will not be accepted at ClayWorks.

CANCELLATION POLICY

Students canceling prior to the first day of class will receive a full refund of tuition.

Students canceling on or after the first class will pay \$20 for the first class and be refunded the rest of the tuition.

Students canceling after the second class are not eligible for a refund.

STUDENT SALES POLICY

Advanced students are eligible to sell their pieces on a juried basis with a 30% commission rate at two of ClayWorks sale events per year as determined by ClayWorks. Pieces will be juried by the current instructor of the class the student is in.

USE OF FACILITIES POLICY

Students will have priority use of facilities only during class period and scheduled lab hours.