**HamptonArts Tuition Policy**

Thank you for taking the time to understand HamptonArts’ tuition policy. The following tuition policies are in place to ensure all students have an equal opportunity to register for courses.

**Tuition Policy:**

PAID TUITION & MISSED SESSIONS

* The first tuition installment will need to be paid prior to the day of the second session.
* Paid tuition guarantees that HamptonArts will hold a time slot open for a student for the entire length of a course, such as one semester. Therefore, refunds or prorated installments will not be made for missed sessions.
* Missed sessions due to student illness, parent illness, or family emergency can be made up. Each student has one make up day guaranteed per semester. After which, make up days will be made on a case-by-case bases and are unfortunately not guaranteed.
* If a student must miss, as a courtesy to the instructor and other students, please notify HamptonArts by phone, text, or email, in as much advance as possible before the student’s session.
* The only exception to these refund and make up stipulations is if extreme extenuating circumstances exist, such as a death in the immediate family. In such cases, refunds will be at the discretion of the instructor.

HAMPTONARTS SESSION CANCELATIONS

* If a session is canceled due to instructor illness or emergency, dangerous weather, or other extenuating circumstances, a make up day will be scheduled. If a make up day cannot be scheduled, the next tuition installment will be prorated or the canceled session will be refunded.
* HamptonArts will follow Chicago Public School cancelations for dangerous weather conditions.

WITHDRAWING FROM A COURSE

A student may withdraw from a course at any time and for any reason, yet the following stipulations apply to refunds for paid tuition:

* Prior to the day of the second session, students may withdraw from a course and have all paid tuition refunded.
* After the second session and before the midpoint of the course, a student may withdraw from a course, but payment for 50% of the course tuition is expected.
* After the midpoint of the course, a student may withdraw, but the full price of the tuition is expected.
* The only exception to these withdraw stipulations is if extenuating circumstances exist. In such cases, refunds will be at the discretion of the instructor.