

# The Art Students League of New York

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## REQUEST FOR REFUND FORM

### Refund Policies

**Class Tuition Refund Policy (as of Sept. 1, 2018):** Upon submission of a Request for Refund Form, 75% of the remaining balance of monthly class tuition will be refunded through the first seven days of the month only. After that, no monetary refunds will be made, but class credit can be granted to the student's account at the rate of 75% of the remaining monthly balance. There are no refunds for studio maintenance fees, material fees, daily tickets, substitute instructors, missed days, holidays, or closure due to weather or safety concerns. Other restrictions may apply.

**Workshop Refund Policy:** Workshop refunds will be granted when a student submits a Request for Refund Form at least 5 business days before the start of the workshop. Only 75% of the workshop tuition will be refunded. No refunds will be given within 4 business days of a workshop. Materials fees are not refundable.

**Request for Refund Forms:** Request for Refund Forms are available in the office and online. Please submit the completed form either by fax: (212) 541-7024; e-mail: [info@artstudentsleague.org](mailto:info@artstudentsleague.org); or in person. Refunds are only by check or League credit. Allow two weeks for processing of a check. Neither refunds nor credits are given for absences that occur during the month or during a workshop.

**Class Transfer Policy:** In lieu of a monetary refund, students may transfer into another class if available (and pay the difference, if any). Students may transfer classes only one time within the same month.

**Workshop Cancellation Policy:** Workshops are subject to cancellation. In the event of cancellation by the League, registered workshop students will receive a 100% tuition refund. Workshops may be cancelled on short notice. No refunds are given for travel expenses in the event of workshop cancellation. Workshops are nontransferable.

**Travel Workshops Policy:** The League is committed to maintaining an environment that fosters courtesy, respect and appropriate conduct among all those associated with the League, including instructors, students, staff members and visitors. As travel workshops are considered an extension of League activity, only students in good standing may register. The League reserves the right to deny registration to any student not considered a student in good standing in accordance with League guidelines and policies as set out in documents distributed to those who interact with the League. A deposit of \$1,000 per person, of which \$350 is non-refundable, is required as a reservation for travel workshops.

**Date of Request:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Please specify which Class(es) or Workshop(s) you would like to withdraw from:**

ASL Student ID      Class ID (4 digits)      Instructor      Start Date      End Date

\_\_\_\_\_

**Please select how you would like to be refunded:**

**Student Account (credit toward a future class)**

**Check**

**Credit Card**

**Optional:** Please state the reason for your refund on the back of this form.

Signature and Student ID: \_\_\_\_\_

Please state the reason for your refund in the text box below:

A large, empty rectangular box with a thin black border, intended for the user to provide the reason for their refund. The box is currently blank.