

### Registration Procedures

You may register for Mills Pond Gallery art classes in the following ways: 1. Register in person at 660 Route 25A, St. James, NY 2. Register online at [stacarts.org](http://stacarts.org) 3. Mail a completed registration form found at [www.stacarts.org/classes](http://www.stacarts.org/classes) to Mills Pond Gallery, 660 Route 25A, St. James, NY 11780 and make your credit card payment via PayPal on our website. All registrations are considered confirmed when payment and registration form are received. You will receive email confirmation once the class has reached minimum enrollment. You will be notified by email if a class for which you have registered is postponed or cancelled due to lack of enrollment. If we cancel a class due to lack of enrollment, your full payment will be refunded.

### Class Fee Payments

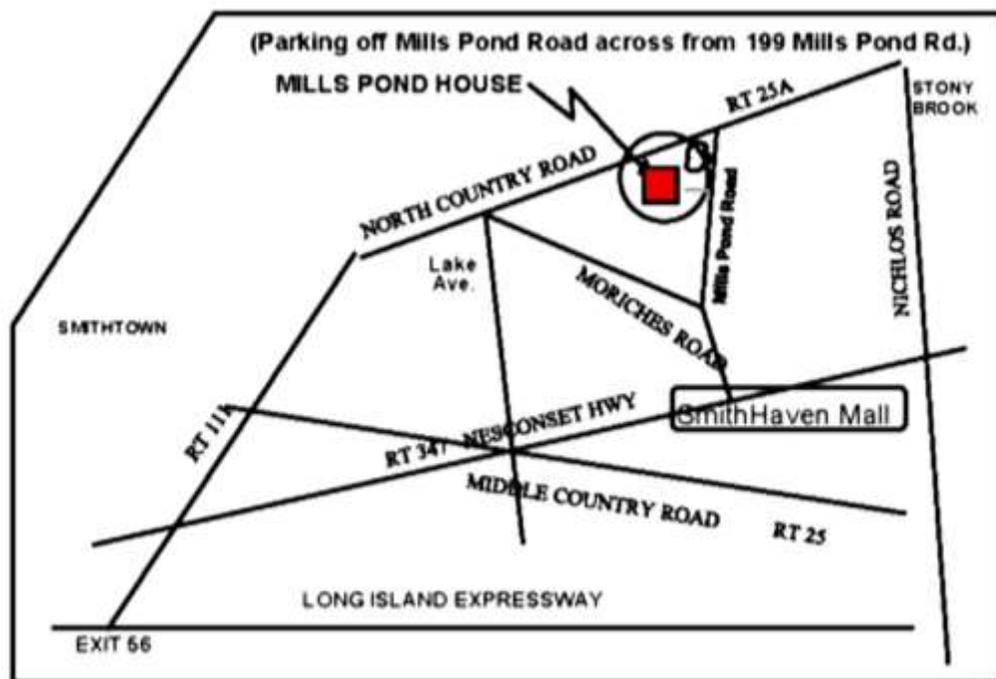
Some classes have materials fees. You may not include materials fees on your registration checks or credit card payments. All materials fees are due in cash to the instructor on the first session of class.

### Cancellations

We urge you to register at least 2 weeks before the beginning of a class session, since minimum enrollment must be met for classes to be held. When enrollment is below the minimum 5 days prior to the first day of class, there is a strong possibility that the class will be cancelled. We will make every effort to contact registered students in a timely manner if cancellation occurs.

### Refund Policy

All class Registrations are considered final 5 business days before the first class, and no refunds will be given after this time. Exceptions to this policy may be granted only in cases of documented family or medical emergency (see office staff). We do not pro-rate fees due to planned absences, illnesses, vacation schedules or other conflicts. Only students who join a class after missing the first week will be prorated as long as the instructor feels the student will achieve success in the class despite missing the first class. Credit Card payments will be refunded via PayPal to the card used for the original payment. Checks will be returned or voided.



### **Smithtown Township Arts Council**

**Mills Pond House, St. James, NY 11780 (Use Mills Pond Rd. entrance for parking) GPS Flowerfields at 199 Mills Pond Rd. 11780 – our driveway is directly ACROSS from the two stone pillars at that address.**