

## CLASS REGISTRATION GUIDELINES

**How to Register:** By mail, by phone or online. Registration deadline is noon the day prior to the class start date. Classes are filled on a first-come, first-served basis. Due to increased demand for classes, full payment must be made at the time of registration.

**Arrival & Departure:** Please use the west studio entrance. Children should arrive no more than 5 minutes before the start of class. The parent/guardian must accompany the child to his/her designated studio. Pick your child up promptly at the end of class. The parent/guardian must pick up the child from his/her studio. In case of an emergency, please notify Lux at 402-466-8692.

**Class Size:** Maximum enrollment is 9 students for elementary, 8 students for all other age groups. A minimum of 3 students is necessary for a class to run.

**Refunds:** Membership fees are non-refundable. Full tuition refunds or credits will be issued if a class is cancelled by Lux. Credits or refunds, minus a \$10 processing fee, will be issued if a student withdraws at least a week prior to the start date of a class. No refunds or credits will be issued if enrollment is withdrawn after that time.

**Makeup Classes:** If a class is cancelled due to inclement weather or other variables, a makeup class is scheduled. If a student is unable to attend a class meeting for any reason, Lux is not responsible for providing makeup classes. Individual instructors may be willing to hold a makeup class or have a student attend a class during the following session.

**Open Studio Hours:** All adult students have access to their designated studios throughout the duration of their class. Open hours are posted in the ceramics studio every three weeks. Animals, children and/or guests are not permitted to attend open hours.

**Work Exchange:** Contact the Education Director to find out how you can earn class credit in exchange for volunteering.

**Other:** Please notify the instructor and/or staff if your child has any medical conditions that we should be aware of. Lux Center reserves the right to expel students for disruptive and unsafe behavior.