

ASLD Course Credit/Refund Request Form

Effective 02/14/2017

REFUND POLICY:

When ASLD must cancel a course for any reason (weather, low registration), 100% of Course Fees will be credited to the student's account as a course credit.

For Student Cancellations:

WORKSHOPS:

Credits will be issued only for cancellations received 7 days prior to start of workshop.

- To request a course credit, please complete and submit this form to Aubrey Ryan, Customer Service and Database Manager, by emailing the form to a.ryan@asld.org (preferred) or submitting the form to our office 7 days prior to the start of the workshop. The Art Students League of Denver reserves the right to refuse any refund request (except on cancelled classes). Please allow 3-4 weeks for refunds to be processed. Requests submitted for transactions 6 months or older and requests received after the course start date will not be considered.

ON-GOING CLASSES:

On-going classes are NON-refundable.

- No refunds will be given if a substitute artist teaches a class due to the temporary absence of the scheduled faculty member.
- Class registrations may NOT be transferred to future dates.

Membership and Material Fees are NOT Refundable.

Course Credit Terms and Conditions:

- As a courtesy, all Course Credits are **valid one year** from the date they are issued.
- Course Credit may be used for another family member on the primary contact's account.
- Course Credit may be used for membership purchase or renewal.
- Course Credits are NOT redeemable for cash.

To apply for a course credit/refund, please complete the information below in full:

Student Name: _____

Date: _____

Phone: _____

Email: _____

Workshop title: _____

Dates of Workshop: _____

Reason for Request: _____

I prefer to be refunded by: Credit Card [] Check []

***Refunds will be reviewed and considered on a case by case basis.**

Method of Payment: Refunds will be reimbursed by check unless paid by credit card, in which case refunds may only be credited back to the same credit card used to purchase the course(s). If the original payment was made by credit card, and you request to be reimbursed by check, fees associated with lost checks or associated with disputed credit card will be assumed by you. Check reimbursements may take up to 30 days to process.

OFFICE USE ONLY

Date Received: _____

Staff initial: _____

Date Processed: _____

Approved: Yes [] No [] If yes, why? _____

Amount of Refund: _____

Original Payment date: _____