

General Information + Policies

Calendar

Registration Begins

April 15, 2016

Registration Deadline

Adult Courses: May 31

Young Artists Courses: May 23

Adult Courses Begin

June 6, 2016

Young Artists Courses Begin

June 13, 2016

Cleveland Institute of Art

Continuing Education + Community Outreach

11610 Euclid Avenue

Cleveland OH 44106

Tom Berger, Director

216.421.7493

Jessica Howard, Coordinator

216.421.7460

ce@cia.edu | cia.edu/continuing

Registration + Fees

Please note registration deadlines listed in course descriptions.

Early registration is advised as classes tend to fill quickly.

Full tuition must be received at the time of registration. You are not considered registered for a course until full tuition is received. You will receive confirmation of registration by mail from the registrar within two weeks of payment. Please be advised that if you register less than two weeks before classes begin, you will not receive a confirmation in time for the first class. A \$35 insufficient funds fee will be charged for returned checks.

Online: my.cia.edu/ceco

Fax

Fax your completed registration form with MasterCard, VISA, or Discover number to 216.754.4089. **Only MasterCard, VISA, and Discover are accepted.**

Mail

Mail your completed registration form with a check payable to the Cleveland Institute of Art or MasterCard, VISA, or Discover number to:
Cleveland Institute of Art
Business Office
11610 Euclid Avenue
Cleveland OH 44106

Walk-in

Register in person at the office of:
Continuing Education + Community Outreach
11610 Euclid Avenue
Cleveland OH 44106
Room 118
M-F, 9am-5pm

Refunds

To obtain a tuition refund, please send written notification.

There is a \$50 non-refundable processing fee for all refunds not initiated by the Institute. Processing of refunds may take up to three weeks.

Refund Schedule

- + Written notification received seven days prior to class start date will receive 100% tuition refund minus the non-refundable processing fee of \$50.
- + Notification received four to six days prior to the start of the class will receive a 50% tuition refund minus the processing fee of \$50.
- + **There will be no refunds for notifications received less than three days prior to the start of the class.**

Please note: Decisions to run the course are made based upon the number of paid registrations.

Young Artist Medical Authorization Form

To ensure the safety of our students, please complete the attached Medical Authorization form. All students enrolled in a Young Artist class must complete and return the form by the first day of class, or they will not be allowed to participate in the program.

Cancellations

Classes may be canceled due to low enrollment. If you are registered for a class that is canceled you will be offered the opportunity to enroll in another available course or have your full tuition refunded. Decisions on class cancellations are made up to three days before courses begin.

Early registrations lead to more courses that run, so we suggest that you register early.

Missed Classes

If you are unable to attend a scheduled class, we regret that we will not be able to excuse you from payment or reimburse you for the missed class. Informing your instructor of an anticipated absence would be appreciated. If an instructor cancels a class, we will attempt to reschedule that class.

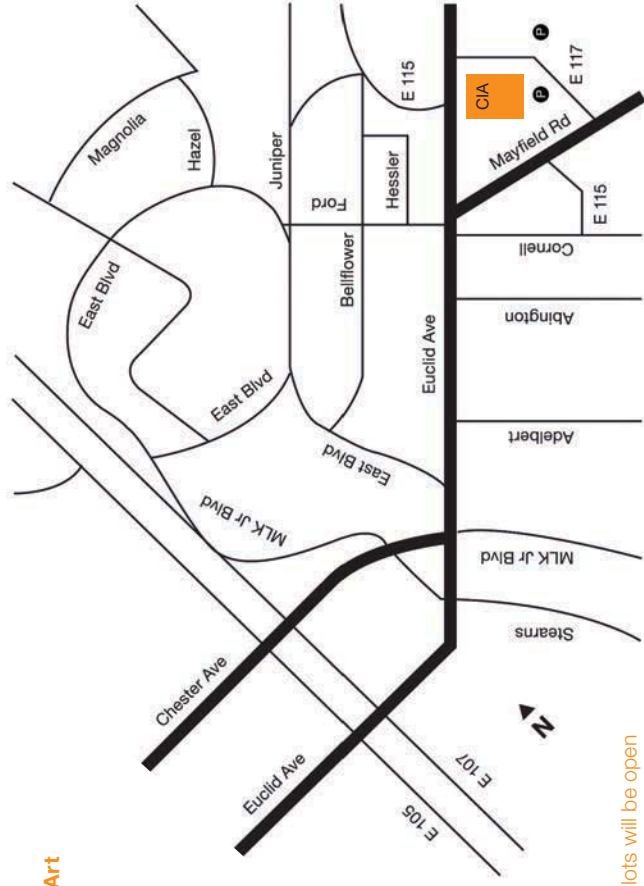
Emergency School Closings

Class cancellations will be announced via local Cleveland-area TV and radio stations. Classes closed due to an emergency will not be rescheduled, nor will tuition be reimbursed. If an emergency prompts the closing of the same class for a second time within the same semester, that class will be rescheduled.

Where is my class?

Cleveland Institute of Art

11610 Euclid Avenue
Cleveland Ohio 44106



The gates at the parking lots will be open 30 minutes before classes begin.