

Policies

- ~ Fee is due in the first class of every month. Late fee applies.
- ~ For new students - one time, non refundable registration fee of \$20 along with enrollment.
- ~ We currently take cash / checks payable to 'LAKSHMIS ART WORKSHOP'.
- ~ There is \$ 20.00 returned check charge for any checks returned by the Bank.
- ~ Fee is not refunded or prorated for the missed classes
- ~ Enrollment is month to month. Student can enroll at any time of the year.

Make up classes:

- > Make up classes will be given in the school year depending on the space availability and must be taken in the same month the student misses the class.
- > Make up classes will be given only if the student is currently enrolled in the regular classes.
- > There will be no refunds or credits for missed classes. Fee is not prorated.

Note: In order to schedule a makeup class, your fee must be paid and up-to-date.

Make up classes will be conducted in case of:

- Instructor cancelling a class. (Regular 4 classes/ month)
- Student missing the class (maximum of 4 classes per student in a school year)

Enrollment is on first come first serve basis.

Only registered students can stay in the classroom.

Lakshmis Art workshop is not responsible for any of the students belongings.

Pick up and Drop off:

Parents/Guardians are required to accompany the students when arriving and departing.

Drop off and pick up the child on time.

Children may be removed from the program at the discretion of the instructor.

PLEASE NOTE: Refer to Policies email.