

OAC Education Programming Policies and Guidelines

Course Registration

Registration for all Oxygen courses must be done online at

<https://oxygenartcentre.org/classes/adult/>.

Select the course you would like to register for and complete the online form. You may pay by:

- credit card through PayPal on the website, (no PayPal account is necessary)
- Internet E-transfer (please email the center for instructions)
- cheque: please send to: #3- 320 Vernon St. (alley entrance) Nelson, B.C. V1L 4E4

If you require assistance registering please call 250-352-6322.

Students cannot opt to partially attend or pay for courses.

Oxygen requires minimum registration numbers so that the course is viable to run. Students will be emailed with updates and notification if courses are projected to be unlikely to run.

Refunds will be made within 14 days for courses that do not run.

Any queries about fees, registration or volunteer credit hours should be directed to the Oxygen's Education Coordinator, Natasha Smith at education@oxygenartcentre.org

Payment must be received in advance to confirm registration.

Refunds

Students may cancel their registration and withdraw from a course at least fourteen days prior to the course start date to receive a full refund.

Refunds will not be given once a course has been announced as running or if the course is full or within fourteen days of the course start date. A refund will be made within the fourteen day period only if there is a waitlist and the spot can be filled.

Students are requested to arrive at least ten minutes prior to the start time of the course but no earlier than fifteen minutes prior.

Material lists and fees

Some courses include an additional material fee. These fees cover instructor materials for use in the course. Some courses may also have a material list of supplies which students are expected to bring to the course. Questions about material fees or lists should be redirected to the Oxygen's Education Coordinator, Natasha Smith at education@oxygenartcentre.org.