

## OAC Education Programming Policies and Guidelines

### Course Registration

Registration for all Oxygen courses must be done online at <https://oxygenartcentre.org/classes/>.

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 (send to [info@oxygenartcentre.org](mailto:info@oxygenartcentre.org))
- cheque: please send to: #3- 320 Vernon St. (alley entrance) Nelson, B.C. V1L 4E4

If you require assistance registering please call 250-551-5122.

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.

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

Payment must be received in advance to confirm registration.

### Refunds

Students enrolled in an Oxygen Art Centre course may withdraw at least fourteen (14) days prior to the course start date to receive a full refund.

To withdraw, students are encouraged to contact Oxygen's Education Coordinator, Natasha Smith, via [education@oxygenartcentre.org](mailto:education@oxygenartcentre.org) as soon as possible. Response will be issued within 48 hours of the withdrawal request.

Refunds will NOT be issued once a course has been announced as running, if the course is full, or within fourteen days of the course start date. In specific circumstances, a refund or course credit will be issued within the no-refund fourteen day period only if there is a registration waitlist and the spot can be filled.

As a non-profit organization, Oxygen Art Centre's Education program requires minimum registration to run each course. This refund policy is developed to ensure that all students and instructors receive a professional and welcoming experience, with ample time to prepare for a course.

Students are required to familiarize themselves with Oxygen's refund policy at the time of registration. By enrolling in a course, students implicitly agree with Oxygen's refund policy.

Please contact Oxygen's Education Coordinator, Natasha Smith, via [education@oxygenartcentre.org](mailto:education@oxygenartcentre.org) with any questions or to request a refund.

### **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](mailto:education@oxygenartcentre.org).