



General Information Guide

All students who register to participate in lessons through the Gadsden Community School for the Arts agree to the following policies and procedures:

To participate in any Gadsden Community School for the Arts* (GCSA) activity, students must complete a registration form at the beginning of each new semester. For your convenience, you may access the necessary enrollment form on our website (<https://culturalarts.com/gcsa-class-enrollment/>) or by clicking this link: [GCSA Registration Form](#) You may fill it out electronically, then save and email to gcsa@culturalarts.org or print and mail it to GCSA, P. O. Box 1507, Gadsden, AL 35902, or complete and return in person to the Mary G. Hardin Center for Cultural Arts located at 501 Broad Street, Gadsden, AL 35901. If you need more information about registration, call 256.543.2787, ext. 31. A \$15 non-refundable registration fee is due at the time of registration each semester for each class/lesson taken per student. The registration fee must be paid before a student's name may be placed on any studio or class roster. The registration fee can be paid with cash, check, or credit card. This fee is waived for members of the Mary G. Hardin Center for Cultural Arts.

**Students desiring to register for the Downtown Dance Conservatory must complete a separate registration. Contact info@ddcgadsden.com for registration information. A \$30 non-refundable fee is also required for students registering for the DDC, unless they are members of the Center for Cultural Arts.*

Terms of Payment

The amount required for tuition at the GCSA depends on the instructor. Tuition does not include music, books, supplies, etc., unless noted in the class description.

As mentioned above, the \$15 non-refundable registration fee is due at the time of registration. Tuition will be split into equal payments unless a student chooses to pay the balance in full up front.** The tuition payments for 16-week semesters will be divided as follows: one payment of one-fourth of the tuition is due before classes and lessons begin; payments of one-fourth of the tuition are then due by the fifteenth of each month and paid in full before the end of the semester. Eight-week summer semesters are split into two equal payments. An additional \$5 will be added to the balance for all payments not made by the last day of the month. **If payments are not made in accordance with the above terms, students will not be allowed to register for future semesters.** If it becomes necessary to engage the services of a collection agency or attorney to settle a dispute in connection with the above terms, the individual who signs the registration form agrees to pay the collection fee, attorney fees, reasonable expenses, and cost incurred. **Please note that the individual who signs the GCSA Registration Form is understood to agree to the above listed terms.**

For your convenience, you may pay online on our website <https://culturalarts.com/> Click the Donate Now/Payments button at the top of the page, then click GCSA Payments. Scroll down to the instructor and enter your payment amount next to the instructor's name. Add to cart, then complete your payment

information on the next page. You may also pay at the front desk of the Hardin Center anytime during our regular hours: Monday – Thursday & Saturday: 10 am – 1 pm and 2 pm – 5 pm, or Friday: 10 am to 1 pm.

***If a semester is already in progress, a student's tuition will be prorated to reflect the number of weeks remaining within that semester.*

Refund Policy

To withdraw and receive financial credit or a refund, students must submit a written or email withdrawal request to the GCSA Administrator – gcsa@culturalarts.org. **Non-attendance does not constitute a withdrawal, and no deduction will be made for a temporary absence from the classes/lessons.** Please note that the registration fee for classes/lessons is non-refundable. The refund policy for music and art lessons assumes that the student has paid the tuition in full prior to the date of withdrawal. **Registration is based on a semester commitment.** Therefore, tuition balances will not be dismissed if withdrawal occurs before the balance is paid. Due to contractual obligations for instruction and other services at the beginning of each semester, tuition refunds will be based on the following schedule:

Time Elapsed After Registration	Refund Amount
Prior to the 1st lesson	100%
Within the 1st 2 weeks	75%
Within 3 weeks	50%
Within 4 weeks	25%
After the 4 th week	No refund granted; responsible for remaining balance

Financial Assistance

To the extent that funds permit, the GCSA offers financial assistance to qualifying students in the form of reduced tuition. Financial assistance will be based on need and considers family financial resources, assets, number of dependent children, etc. Scholarships will also be available based on teacher recommendations and participation in other programs of the Gadsden Cultural Arts Foundation. Financial assistance granted for the school season may be renewed for subsequent semesters depending on instructor progress reports. Applying for financial assistance is required for each academic year. Applications are available at the time of registration, online through this link: [Scholarship Application](#) or may be requested in person or by phone at the Center for Cultural Arts 256.543.2787, ext. 0. **Please note that students who have received financial assistance in the past and who have defaulted on payments may not be considered for future financial assistance.**

Absence and Schedule Changes

Students who plan to miss a lesson must call 256.543.2787, ext. 0 and leave a message for the instructor at least 24 hours in advance. Please do not call the instructor directly; exceptions will be made in emergency circumstances. Students who do not follow this policy will forfeit the right to a make-up lesson. Please note that make-up lessons are not guaranteed. Instructors will provide make-up lessons at their discretion.

Tardiness

As a result of our faculty's tight class/lesson schedule, students who are late for a class/lesson cannot be guaranteed their full lesson time. Faculty will wait for a student for one-third of the scheduled lesson time and students are expected to do the same. If an instructor does not arrive within this amount of time, please notify the GCSA front desk.

Closings/Cancellations

Classes and lessons are only canceled when the Center for Cultural Arts is closed. The Center for Cultural Arts will follow the Gadsden City School System procedures for emergency closings. Please check Facebook at <https://www.facebook.com/hardincenter> for these announcements. All emergency notifications will also be sent via Remind. To receive messages via text, text @gcsast to 81010. You may opt-out of messages at any time by replying, 'unsubscribe@gcsast'.

Waiting Area

The student lounge located on the first floor is for parents and siblings waiting on students attending a class/lesson. Wi-Fi is available at HARDINCENTER, password 2565432787. Please note the GCSA classes and lessons are most often not the only events taking place at the Mary G. Hardin Center for Cultural Arts.

Open Studio Policy

Each individual instructor may have certain policies regarding class observation. While parents may contact the specific instructor for their student to discuss class observation, parents are encouraged to remain in the student lounge area while waiting.

Studio Rules

Food and drinks are NOT allowed in the studios or practice areas for classes or lessons, or on the second floor of the Mary G. Hardin Center for Cultural Arts. Instructors and students should leave the practice areas as they were found.

Supplies

Each individual instructor will have his/her own list of supplies needed for the class/lesson. These supplies are not included within the price of tuition, unless specified with a supply fee at the beginning of each semester. These supplies include instruments, music, books, etc. The students are to inquire with the instructor about any supplies needed.

Music Recitals/Art Exhibits

During the spring semester, the instructors and GCSA will coordinate a series of student recitals. Each instructor will determine the placement of his or her students in the recitals. Art students will be given a chance to display their works during recital month in an exhibit. More information about these events will be distributed as that time approaches. We are pleased to have the opportunity to provide the time and place for our students to display their talents and abilities and to showcase their progress throughout the year.