

REGISTRATION GUIDELINES & POLICIES

Course Registration

Fill out the registration form and mail it to us or drop it by our office during regular business hours along with a deposit. You can download a pdf registration form by clicking the link provided at the bottom of the course page, or by clicking [here](#). You may also pick one up at the office between 9am and 9pm daily. To register by phone with a credit card, call 207-666-8900. To register online quickly and securely using PayPal, use the link provided at the bottom of the course page. You do not need a PayPal account to register.

Course Sizes & Registration Deadlines

Class sizes may be limited, so registering as early as possible is encouraged. Registering early will also minimize a course cancellation if a minimum number of students is required. Registration deadlines will be listed with each course.

Deposit & Payments

A deposit of \$75 or 30% of full course price, whichever is greater, is due when you register. For courses that cost less than \$75, the registration deposit equals the full course price. The remaining balance is due on the date listed with each course. Payments may be made in cash, check or money order. We also accept Visa, MasterCard, or Discover.

Waiting Lists

If a course is full when we receive your registration, we will contact you by phone or by email to inquire if you wish to be placed on a waiting list. If you choose not to be placed on a waiting list, your deposit will be refunded. If you choose to be placed on a waiting list and no spot opens up for you, your deposit will be refunded. If you choose to be placed on a waiting list and we inform you of an opening, additional payments must be made according to the criteria listed above in order to secure your spot.

Cancellations & Refunds

If you cancel your enrollment before the registration deadline, we will refund your deposit less a \$25 fee. If you cancel your enrollment after the course deadline, you are not eligible for a refund, however if we are able to fill your spot, you will receive a refund less a \$50 fee. If we must cancel a course for any reason, you will receive a full refund of any payments made for that course.

Waivers

If a course may potentially pose a risk of physical injury due to the use of tools, equipment, strenuous physical activity, etc, the school may require, at our discretion, the student and instructor to sign a waiver before participating in the class.

Meals

Students are responsible for their own meals. If a course is scheduled to run through lunchtime, students may bring their own lunch, or you may order lunch from a menu we provide from a local restaurant, and the food will be delivered to you. We ask that students do not leave school property during lunch breaks so that courses may be re-started on time.

Age Policy

Typically, our classes are designed for students 18 years old and up, however, some of our courses may be open to students under the age of 18 depending upon the course material. Age minimums are left up to the instructor and can be found in the course description.

Earn to Learn Program

Our school offers credit toward tuition for our courses in exchange for working at our school store. There may also be other opportunities for work available at any given time. For each hour of work, we are currently offering \$10 toward course tuition; however, we limit the amount you may apply to tuition for any one class to 50%, plus the cost of materials and supplies. We will maintain a credit balance for you for as long as a balance remains. To learn more about work opportunities at the school, please call our office or send us an email.