

Worcester Center for Crafts Policies

Cancellation of Registration

Adult, Youth Classes, and Workshops;

A full refund will be given to students who withdraw from course two business days or more, prior to the start date of a course. **No refunds will be given after that time.** Verbal notification to the instructor or failure to attend classes is not regarded as official notices of withdrawal. Requests for withdrawal must be directed to x3007 or x3014. A full refund of all fees will be issued if a course or workshop is cancelled by the WCC. No refunds or credits given for missed classes or workshops.

Open Studio Time

Open studio is available for a very low fee to all students who are currently enrolled in a multi-week class or non-enrolled students who take a minimum of three multi-week classes per/year and have taken at least one class in the last two sessions. Only registered students may participate in open studio. No guests or children may participate in open studio. Materials must be purchased separately. Additional equipment rental fees apply in the glass studio. Open studio hours and procedures may differ among the studios and are posted for each session.

Inclement Weather Policy

The Worcester Center for Crafts will follow the WSU inclement weather policy relative to building closing and class cancellation. For further information please follow this link: [Inclement Weather Policy](#). Or listen to the following media recourses for a Worcester State University cancellation:

Radio Stations:

WSRS 96.1 FM
WTAG 580 AM
WTAG 94.9 FM
WRKO 680 AM
WBZ 1030 AM

Television Channels:

CBS – CHANNEL 4
WCVB – CHANNEL 5
WHDH - CHANNEL 7
WSBK - CHANNEL 38
WLVI – CHANNEL 56

Smoking & Alcohol Policies

The Center is a smoke-free facility. No alcohol is permitted in the building. Students will not be permitted in the studios if they have been using alcohol or controlled substances.

Cell Phone Use

Students, staff and faculty are asked to silence their cell phones during class. Cell phone conversations should be conducted outside of the classroom where they will not disrupt the class.

Photography of Classes

The Center reserves the right to photograph classes and workshops (groups and individuals) for promotional use.

Liability

The Center does not assume liability for lost or damaged projects or the loss of personal property. Please keep your valuables with you or locked in a safe place. No studio tools, equipment or library books may be removed from the Center facility.

Materials Fees/Studio Fees

Studio fees cover the cost of consumables (gas, chemicals, blades, etc.) that are used by everyone in the studio. Materials fees cover the costs of materials used by individuals for their individual projects. Tuition prices cover the cost of instruction and administrative overhead.