

**Arts + Literature Laboratory**  
**Cancellation Policy for Academic Year Classes**  
(updated 8/4/2023)

**Instructor Absence**

In the event that a Teaching Artist is sick or otherwise unavailable to teach their class, efforts will be made to secure an equally qualified substitute teacher or the class will be postponed by one meeting.

**Inclement Weather**

In instances of severe weather, ALL follows the Madison Metropolitan School District's (MMSD) decisions on school and program closings. This applies on weekends and in the summer, as well, because MMSD runs programs year-round. ALL will email students using the email addresses on file in the event of weather-related cancellations.

**Student Withdrawal**

If you need to cancel your enrollment, you must do so in writing at least 1 week prior to your first class meeting in order to receive a refund or credit. Should you cancel in writing with at least 1 week's notice, you will receive credit toward a future class in the full amount of the tuition that you paid. Credit will be valid for 12 months from the date issued. You may request a monetary refund instead, which will be returned to the card on which you paid, minus a 15% nonrefundable registration fee. There will be no refunds or credits issued if you cancel later than 1 week before the start of class. Unfortunately, we cannot refund students for missed classes.

**Low Enrollment**

Classes and workshops are evaluated 5 to 7 business days in advance of their start dates to determine whether enrollment is sufficient for ALL to fairly compensate the Teaching Artist. In the event that enrollment is not high enough, ALL will cancel the class or workshop. Participants will be informed of the cancellation by email. Participants will be given the option of (a) receiving credit toward a future class in the full amount of the tuition that they paid for the canceled class or (b) receiving a monetary refund instead, which will be issued to the card on which they paid.