

Continuing Education Registration and Cancellation Policy

Please note that the following policy applies to Continuing Education courses in the New York Region held by the Institute of Classical Architecture & Art (ICAA). If you have any questions about this policy, please contact us at education@classicist.org.

1. **Registration:** By confirming your registration, you certify that you have the authority to accept, and do accept, the terms and conditions of the course. The ICAA reserves the right to revise costs prior to your confirmation of enrollment.
2. **Cancellation of Registration:** You may cancel your registration at any time. Written notification from the individual who made the registration must be received by the ICAA. Because the ICAA incurs costs related to cancellations, reimbursement for the fee you paid to register for the course will be subject to depreciation as outlined below. The ICAA will base this amount on the first business day that your written notification is received. Exceptions to the rate below may be made in rare cases based on exceptional circumstances, such as medical emergencies. Please contact education@classicist.org with any inquiries.

Reimbursement Provided for the Cost of Registration:

4 weeks prior to program start date: 100% of registration fee

3 weeks prior to program start date: 80% of registration fee

2 weeks prior to program start date: 50% of registration fee

1 week prior to program start date: 20% of registration fee

Within 2 days of course: No reimbursement provided

3. **Revisions and Cancellations of Programs:** The ICAA reserves the right to revise or cancel the program both before and after your confirmation of enrollment. The ICAA will not provide a refund based on minor revisions to the program. Should the ICAA cancel the program for any reason after you have paid for your reservation, you will be refunded in full.
4. **Special Needs or Requests:** Specific needs or special requests should be directed to the ICAA before confirming your reservation. The ICAA will try to meet your requests where possible, but cannot guarantee their provision.
5. **Payment:** The full cost of the program is due at the time of reservation. Please note that you cannot make a partial payment for a course. For example, if a course meets on a Saturday and a Sunday, and you will only be able to attend the Saturday session, you must pay the full price of the course. The only exception is in the rare event that the rescheduling of a session of a course for which you have already paid results in your inability to attend the full course. In this instance, you will be eligible for a partial refund for the missed session.