Class Registration Terms and Conditions

We are grateful to have the opportunity to welcome your family into our colorful community. We look forward to providing your child with a rewarding experience in our art classes. To ensure that everyone is informed of our policies we ask that you please review the information below and contact us with any questions.

Registration Policy: Students are accepted into class in the order in which registrations are received. Payment must accompany the registration form in order to be processed and to confirm registration. Registrations are accepted online at www.cityartworks.org, by mail, fax (713-681-1365), phone (713-681-1331), or in person at City ArtWorks, in the Bell Tower Center at 1330 Wirt Road, Suite R, Houston 77055. Late registration fees will apply based on the date stated on the registration flyer - typically one week before the first class. Confirmation of enrollment will be by email, please be sure you have provided one if possible. If you have not heard from us to confirm your child’s enrollment please be in touch with us promptly to verify.

Class Size and Tuition: Classes are typically limited to 15 students, so early registration is recommended. Anyone who attempts to register once the class is full will be placed on a wait list and a tuition payment will not be processed. Individuals on the waitlist will be notified if a space becomes available at any point in the classes duration. Tuition includes the registration fee, art supplies and all art instruction. We recommend that students bring an old shirt or apron to wear as a smock to avoid getting art materials on their clothes.

Payment and Online Registration: Payment is due in full at the time of registration. Any other payment arrangements must be made in advance directly with City ArtWorks. If for any reason payment did not occur successfully and is not resolved in a timely fashion, a student will be removed from class for unpaid balances. Please ensure that you fully complete the online registration and payment process to ensure that your child has been successfully enrolled in the class. Our online registration system will automatically send you a confirmation email. Please print and keep it for your records as confirmation of your registration and payment. If you receive an error message, please call City ArtWorks at 713-681-1331 immediately so that we may assist you in completing your registration. If you register by mail or phone you should receive a confirmation email before the first class.

Class Cancellation: All classes are subject to cancellation for insufficient enrollment. If this occurs, we will contact you as soon as we can, following our cancellation decision, so you can enroll in another available class or be reimbursed for full tuition. City ArtWorks continually strives to facilitate high quality classes in a fun and safe atmosphere for all of our students. We reserve the right to remove students from a class for disruptive behavior or if they are not picked up on time after each class.

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Class Transfers and Refunds: Interclass transfers are permitted only if the original class size remains at 5 students or more. Withdrawal from a class made at least seven (7) days prior to the class start date will receive a full refund, minus a $10 processing fee. Withdrawals made less than seven days prior to class start date or during the current semester will receive a prorated refund, which will include at least the cost of one class plus a $10 processing fee.

Scholarship Approval and Notification Process: City ArtWorks’ scholarship funds are limited. If you would like to apply for a scholarship, we will need a copy of your child’s current free/reduced lunch approval letter in order to process your request. We also accept proof of current Medicaid cards, CHIPS and Lonestar. Funds can only be applied to your registration when approval documentation from the current school year is on file with City ArtWorks. Please fax or email such documentation to City ArtWorks at 713-681-1365 or email it to info@cityartworks.org. We will notify you as to the status of your scholarship application before the start of the class.

Coupons and Discounts: City ArtWorks issues coupon codes for sibling discounts, and multiple class enrollments for our summer programs only. Gift cards are provided to various charities that parent must present at the time of registration for their child to receive a summer class at no charge.

Photography Release: City ArtWorks may photograph or take video recordings of students and their artworks during class for use in City ArtWorks’ promotional materials and website. No child’s name will be published with the photograph. By registering your child for classes and agreeing to these terms and conditions, you also consent to having your child photographed or videotaped. If you do not want your child or their artwork to be photographed or videotaped, please provide written notice to City ArtWorks via regular mail, or email info@cityartworks.org prior to the class start date.