



A CENTER FOR THE CREATIVE ARTS

POLICIES & GUIDELINES

2017-18 COMMUNITY CLASSES

Welcome to Berkshire Pulse!

All new students must sign the Policies And Information waiver document (Form A). Please read the following Policies and Information carefully to ensure that you understand them, before signing the waiver document located on your registration form A. If you are a parent or guardian of a Berkshire Pulse participant, you are responsible for supporting your child in upholding these policies.

Payment

- **Timing-** full payment or 50% payment with a completed Tuition Assistance application is required before a student can take a class. We accept payment in checks, cash and all major credit cards.
 - Checks: All bank fees will be charged to the customer on a returned check.
 - We are unable to accept BerkShares.

Refunds

No refunds are offered on Community Class Passes. If you would like to reassign remaining classes on a pass to another person, please contact us with that information.

Tuition Assistance and Work Exchange

Tuition Assistance scholarships are granted to all financially eligible students who would like to participate in Community Classes. To maintain scholarship status, it is necessary for TA recipients to uphold the Community Class Policies and individual class requirements. Tuition Assistance application forms will be available at registration or can be downloaded prior to registration from our website at berkshirepulse.org. **50% payment is required with completed forms.** Please contact us at 413-274-6624 if you have an interest in a work study arrangement.

Injury

Please let us know as soon as possible if you are injured via phone or email. In the event of injury, Berkshire Pulse faculty/staff will determine the extent of the student's continued participation in the program. Berkshire Pulse reserves the right to request medical documentation/images to determine whether or not a student is fit to continue.

Facility Rules

Students are responsible for maintaining a tidy lobby, homework room, and dressing area. Please throw away your trash and clean up any messes you see. Notify the front desk staff of any spills immediately. Always respect others and help keep our studios clean.

Class Cancellations

We close the studio on the following holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, and Christmas. **Unexpected Cancellations:** Classes will only be canceled due to inclement weather, or if an instructor is unable to attend and a substitute cannot be arranged. In the case of an instructor's absence we will always make an effort to contact you. However, for weather related cancellations call Berkshire Pulse at 413-274-6624 or visit the Berkshire Pulse Facebook Page for verification.

Communication

All questions or concerns regarding participation in the Berkshire Pulse Community Class can be brought to our attention by calling or emailing Berkshire Pulse. If you are reporting an injury, please go directly to the front desk staff who will notify the instructors.

Personal Information

To ensure the privacy of individuals, your information will be released only after consent is obtained. Only our staff will have access to your contact information for the purposes of communications regarding classes and Pulse news.