

REGISTRATION QUESTIONS & POLICIES

WHEN CAN I REGISTER FOR CLASSES?

Summer registration will begin April 9 at 10am and closes two weeks before the first day of class. For future registration dates please visit our website.

HOW DO I REGISTER FOR CLASSES?

There are three ways to register:

ON-LINE:

honolulumuseum.org/learn/classes

IN PERSON:

Stop by Administration office, located on the first floor of the Art School, to pay with cash, check, or credit card. Tuition is due in full at the time of registration. There will be a \$30 charge for returned checks.

BY MAIL:

Send your registration form (see pg. 29/30) along with check, or credit card information to:

**Honolulu Museum of Art School
1111 Victoria St Honolulu HI 96814**

Please make all checks payable to Honolulu Museum of Art School.

I'M HAVING TROUBLE REGISTERING ONLINE, WHAT SHOULD I DO?

Our website works best on a computer such as a laptop or desktop. If you are having trouble registering online, you are welcome to register in person or by mail.

HOW CAN I REGISTER FOR A WOODTURNING CLASS?

Starting Summer 2019, priority will be given to students who have not taken any woodturning classes and a limit of two (2) seats per registration. For more information on how to register, please contact us at 808-532-8741.

WHAT IS YOUR WITHDRAWAL POLICY?

Students enrolled in a class have two weeks before the start of class to withdraw and receive a refund (minus \$25 withdrawal fee).

Students have between the two weeks prior to and before the first day of class to notify the Administration office to receive a full tuition credit. The credit will be valid for one year from the credit issued date. Tuition Credits must be presented in person to be redeemed.

If a student feels like the class they registered for is not the right 'fit', they must talk to the Admissions Coordinator before the start of the second class to be switched into another class. If no alternative class is available we will offer a 50% credit.

Any student withdrawing due to Personal or Medical Emergency must provide documentation to receive a tuition credit.

Students should come to the office if they have questions on withdrawals, transferring into another class, or any related registration questions.

CAN I TRANSFER INTO ANOTHER CLASS?

As long as there are places available in the class, you can switch into another class before the 2nd day of the class you would like to switch into. You must notify the Administration office at 808-532-8741 or email artschool@honolulumuseum.org by this time.

WHAT IF A CLASS I WANT TO TAKE IS FILLED?

Email the Administration office to be placed on a wait list at artschool@honolulumuseum.org. If you are currently on a wait list, please note there is no way to determine whether or not a space will open in the class for you. We will contact students on the waitlist as space opens up, if not the class has remained full.