

Registration Policies

Cancellations:

All cancelled reservations will incur the following charges based on the time of cancellation:

Now–120 days: \$50.00

119–91 days: \$150.00

90–61 days: \$300.00

60–0 days: No Refund

Cancellations cannot be made within 60 days prior to the session. All cancellations or transfer requests* must be submitted in writing or via email to ensure proper documentation and processing.

Late Payments:

Late payments may result in the automatic cancellation of your registration, and your spot in the class will be forfeited.

Payment Method	Fee	Deposit Deadline	Remaining Balance Deadline
Checks	\$0	10 days	October 31st
Credit Cards	Calc Upon Reg	Instant (Auto Charge)	October 31st (Auto Charge)
Zelle	\$0	5 days	October 31st

Additional Fees:

Credit Card Processing Fees: If you request a partial refund for any reason, credit card processing fees are non-refundable. There are no processing fees if you pay by check or via Zelle.

*Transfer of Reservation:

If you are unable to attend, you may transfer your reservation to another person. Please notify us of any transfers as soon as possible to ensure we have updated information. Payment of the transfer will be handled privately between you and the transferee. Transfers are permitted up to 14 days prior to the session.

Returned Payment Fees:

Returned checks are subject to a \$25 fee.

Online payment returns are subject to a \$50 fee.

Class Changes:

If you request a change in class after registering, a \$50 fee will apply.

Teacher Change Policy:

In the event of an emergency change of instructor, as long as the class is still being held, no refund will be issued and the class will continue as is. However, we will notify participants promptly if a teacher change occurs.

Class Cancellation:

ESS reserves the right to cancel a class if the minimum number of students is not met. If the class is officially cancelled, you will be notified no less than 60 days prior to the event and a full refund will be issued or the option to switch into an alternate class.