



Heartwood School Policies

Invoicing: Students will pay in full at the time of registration. In the case where a discount is applied, the Heartwood School office will manually issue an invoice reflecting the discount or will refund the discounted amount if the student registers via the website.

Cancellation policy:

- 50% of tuition is non-refundable, in all cases.
- If a student cancels 8 days prior to the start date of the course, 50% of the paid registration is forfeited, and 50% will be refunded to the student via a USPS mailed refund check.
- All the tuition payment are forfeited if the student: Cancels within 7 days of class starting, does not show up for class, or leaves or stops attending class.

If a student would like to change/transfer classes they have register for, they can only transfer a registration to a class in that calendar year. Heartwood charges \$100 transfer fee for any transfer if it occurs within 30 days of the class start date. Any transfers of registrations must be done at that time and cannot be held in limbo, it must be applied to a future class, at that time.

Heartwood has the right to cancel any class due to lower enrollment, weather, covid-19, etc. A full refund will be issued in this case.

Photo policy:

Heartwood staff and others may be taking photos or video during your class. By registering for this course, you agree to the use of your likeness by the Heartwood School and/or Timber Framers Guild in images, photographs, video or other such form of media as the organization(s) develop. Permission extends into perpetuity. Please contact Heartwood staff with any concerns or questions about this policy.

Discounts:

Couples- 10% on second tuition. Same household. This cannot be applied towards the *Timber Framing Intensive* course

Veterans- 5%- Need proof, Military ID required

Heartwood Apprentices- 50%

Past Apprentices- 10%, Past 5 years, Limit 2 per class.

Instructors- 15%, Limit 2 per class

Heartwood must be notified of a potential discount with 7 days of the student registering.