

## INFORMATION AND POLICY GUIDE

**IMPORTANT:** Review the following information prior to your first class. By registering for a CE class or event, you agree to abide by the policies and regulations detailed in this document. Failure to comply with these policies and procedures may result in disciplinary action and possible dismissal with forfeiture of tuition and fees.

### BASIC INFORMATION

#### Contact Us:

Please do not hesitate to contact us for questions, concerns, or course advice.

- **PHONE:** 215-972-7632
- **EMAIL:** [continuinged@pafa.edu](mailto:continuinged@pafa.edu)
- **ONLINE:** Visit [www.pafa.org/ce](http://www.pafa.org/ce) for the latest information about classes, events, and special offers
- **VISIT (during assistance/office hours, by appointment):** The Continuing Education Programs Office is located on the 3<sup>rd</sup> floor of the Samuel M.V. Hamilton Building (128 N. Broad Street). **Please call in advance to confirm availability.**

**Hours of Assistance** (*subject to change based on class scheduling; may include remote-only assistance on select days*): See <https://www.pafa.org/education/lifelong-learning/continuing-education/policies> for current hours.

#### Registration/Session Dates:

- **CE Winter/Spring CE Semester Complete:** January 5 – May 17
  - **Fifteen-Week Extended Studio Courses:** January 5 – April 27
  - **CE Traditional-Length and Short Courses:** January 20 – April 20, with extended options until May 17
- **Registration Deadlines:** Vary by start date (typically one week before first class) – see course descriptions

#### Holidays/Breaks:

- **Martin Luther King, Jr. Day, Monday, January 19:** School, museum, and studios closed.
- **Spring Break, Monday – Sunday, March 2 - 8:** Fifteen- and twelve-week classes do not meet. Courses ten-weeks and shorter run through the break, unless noted otherwise. See course descriptions. School, museum, and studios maintain regular hours.
- **Select courses may not meet on additional holidays/dates as marked. See course descriptions.**

### ID REQUIREMENTS FOR ON-CAMPUS CLASSES

To enter PAFA's facilities\* and participate in on-campus classes as a CE student, the following documentation and procedures are required, per the directives of PAFA's Office of Safety and Security. **Note:** Your PAFA ID confers school access and benefits for the **length of your course(s)**, from the start date to the last day of your classes each semester.

- **CE students enrolled in multi-week classes must present a new or updated PAFA photo ID card.** Students will receive instructions on how to obtain an ID card on their registration receipt. Until a card is issued, students must sign in at the Security Desk (Hamilton or Historic Landmark Buildings) with alternate identification. For access to appropriate Hamilton classroom floors, students lacking cards can ring the silver call button, located to the right of each Hamilton elevator lobby door.
- **If you are a returning student with a PAFA photo ID from a previous semester/year,** you will reuse the same card, which will be reactivated by Security staff. *Save your card after your class ends!*
- **CE students enrolled in workshops or intensive courses running one-week or less are not eligible to receive an ID card but must check/sign in at the Security Desk with alternate identification to enter PAFA's buildings for the length of their course.** ID cards and semester access privileges are not issued to students enrolled in workshops or one-week intensives.
- Students enrolled in only online or off-campus/outdoor courses are not eligible to receive a PAFA ID card.

- **There is a \$15 replacement fee for lost or damaged IDs.** Contact the Continuing Education office at [continuinged@pafa.edu](mailto:continuinged@pafa.edu) to arrange to pay the fee before obtaining a new card.

**\* Please Note: Classroom and Cast Hall access in the Historic Landmark Building (HLB) at PAFA is available but limited after January 19, following the building's temporary closure for renovations to its HVAC system.** The renovation work, generously supported by a matching gift from an anonymous donor, focused on upgrading the HVAC system to ensure better climate control within the building. The HLB is anticipated to fully reopen in advance of the building's 150th anniversary later in 2026, symbolizing a revitalization of the building and renewed dedication to preserving its artistic legacy. **Until this time, the majority of classes and events will take place in PAFA's neighboring Samuel M.V. Hamilton Building. For the Winter/Spring semester, Cast Hall and Studio 4 classroom access will be available only to students enrolled in CE courses scheduled in these spaces, during class hours.**

## PROFESSIONAL DEVELOPMENT FOR K – 12 EDUCATORS

PAFA is an **Act 48 Approved Provider by the PA Department of Education as of July 29, 2025**, and eligible to provide **New Jersey Department of Education Professional Development Credit**, for its courses and workshops. Courses and workshops are eligible for the number of contact hours for which they meet (excluding lunch breaks). **Educators electing to receive PA Act 48 Hours or NJ Professional Development Credit should notify the Continuing Education Programs office by emailing [continuinged@pafa.edu](mailto:continuinged@pafa.edu) when registering.** PA educators must provide their six-digit Professional Educator Identification Number. Hours/credits for all course requests are processed after the semester ends, unless needed by an earlier date. PAFA may not be able to accommodate all rush requests, but every effort will be made to process credits/hours as quickly as possible. **Please note:** Educators seeking Act 48 Hours will be required to complete end-of-course evaluations and may be asked to submit follow-up classroom materials demonstrating how CE course material was utilized in classroom lessons, per PA Department of Education Act 48 policy compliance.

## HIGH SCHOOL STUDENT ENROLLMENT

High school students aged 15 years or older may register in CE adult courses/programs with parent/guardian permission.

## TUITION DISCOUNTS AND SCHOLARSHIP OPPORTUNITIES\*

- **Membership Discounts** – PAFA members at the ***Friend level and above*** receive a 10% tuition discount on regular CE courses and workshops during the entire year of their membership. For information about becoming a member, visit [www.pafa.org/join](http://www.pafa.org/join).
- **Referral Discounts** – Refer a first-time Continuing Education student, and you and the student will receive a 10% tuition discount on *one* regular course or workshop within the current semester. Email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) to provide the name of the student you referred; CE will verify the registration and provide a discount code or tuition refund for the discount amount.
- **CE Community Scholarships** – Limited scholarship assistance may be available by application to assist students who demonstrate financial need and dedication to their art. Pending scholarships cover partial tuition only and are applicable toward one regular course or workshop within the current semester. For more information, see <https://www.pafa.org/school/academics/continuing-education/discounts>. **Winter/Spring Application deadline: January 9.**

\* Restrictions apply. Discount opportunities not used in one semester cannot be transferred to future semesters. Lockers, certificate application fees, gift certificates, and special programs such as Extended Studio Courses and Studio Rentals are ineligible for discounts and scholarship assistance. Email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) for questions.

## REGISTRATION AND PAYMENT POLICIES

- **Full payment is due at the time of registration. PAFA cannot prorate courses for late registration, withdrawals or missed classes.**
- Registration and payment is available online via VISA, MasterCard, American Express and Discover Card.

- Mailed and in-person check, money order, or cash payments may be accepted by special arrangement -- please confirm with the CE office prior to registration by calling 215-972-2029 or emailing [continuinged@pafa.edu](mailto:continuinged@pafa.edu).
- Students issuing payment via a scholarship or award from a third party must ensure that payment is received in full by PAFA prior to the course start date, or provide official verification that the balance due will be deposited by an approved alternate date within the term, in order to complete registration. Early registration discounts do not apply for registrations incomplete due to pending payments. Students are responsible for all arrangements with their third-party payer and must abide by the payer's policies for use of funds.
- PAFA has the right to invalidate registrations for outstanding balances not received by payment deadlines.
- For check payments returned by the bank as unpaid, or for credit/debit card payments that are returned as chargebacks, the student must repay the original amount of the payment plus a returned check/chargeback fee of \$35.
- Registration holds may be placed on students' accounts for unpaid tuition or fees and for documented disciplinary issues or failure to comply with policies.

## WITHDRAWAL AND REFUND POLICY

- **Withdrawals must be made in writing via email ([continuinged@pafa.edu](mailto:continuinged@pafa.edu))** to the Continuing Education Programs office (not to the instructor only). **Refunds are calculated by the date of the withdrawal notice, according to the schedule below.** There are no refunds or credits issued for withdrawal notices after refund deadlines or after courses are completed.
- **Fees are incurred for withdrawals at any time after registration (including same-day). See refund schedule below.** The minimum charge covers fees incurred to the CE program by registration and credit card processing. Increased tuition deductions apply for withdrawals less than one week before course start dates and after courses have begun; short courses, workshops, and special programs offer limited refund options.
- In lieu of a withdrawal before a multi-week\* course start date, a student may transfer into another course within the current semester. Payment of additional tuition must be made at time of transfer if a balance is due; there is no transfer fee. **No further refunds are available for a subsequent withdrawal from the transferred class. (\*No transfer options for workshops or one-week intensives within one week of the first class.)**
- For outdoor workshops with a posted **rain date**, refund deadlines are dated by workshop's *original* start date: there are no refunds for students unable to attend the posted rain date, should a class be postponed due to inclement weather. *Please reserve the rain date in your schedule when registering for an outdoor course.*
- Prorated tuition credit is available on a limited basis when serious illness or injury occurs after the course start date and prevents continuation of a class *in-progress*. Prorated credit is calculated by the date of the withdrawal notice issued to the CE office, regardless of prior absences. Tuition credit is not available for withdrawals prior to course start dates or for non-medical reasons or pre-existing conditions. A doctor's note or other documentation may be required. Tuition credit may not be transferred to another individual. Credit must be used by the deadline specified (usually within the following semester), and cannot be extended beyond the end of academic year, June 30.
- **Exceptions cannot be made to the refund schedule below, and refunds/credits cannot be issued, for withdrawals or missed classes due to of illness/injury (except by doctor's note), personal emergencies or scheduling conflicts, transportation/traffic issues, or other events beyond PAFA's control.**

**Withdrawal refunds will be adjusted according to the following schedule (regardless of course attendance):**

### **Multi-Week Courses Six Weeks or Longer**

- Prior to one week before the first class: 90% tuition
- After the above, prior to the second class: 50% tuition
- After the above: No Refunds

### **Multi-Week Courses Under Six Weeks in Length and One-Week Intensive Courses**

- Prior to one week before the first class: 90% tuition
- After the above: No Refunds

### **Workshops and Special Programs (One- to Three-Day Courses)**

- Prior to one week before the first class: 90% (*see rain date policy for outdoor classes, above*)
- After the above: No Refunds

### **Fifteen-Week Extended Studio Courses (Fall/Spring)**

- Prior to one week before the first class: 90%\*
- After the above, prior to the 2nd class: 50%
- After the above: No Refunds

### **CE Studio/Critique and Studio Rental Programs**

- Prior to one week before the first rental day of the program: 90%\*
- After the above: No Refunds

***\* Students are strongly encouraged to confirm their schedules/availability before registering for special programs to avoid withdrawal requests with cancellation fees.***

### **COURSE CANCELLATIONS**

If minimum enrollment is not met, a class will be cancelled on, or shortly after, its registration deadline. Students will be notified by email and may choose to transfer into another class or receive a full tuition and fee refund (no deductions). Remember: Early registration helps prevent course cancellation!

In the rare event that an urgent issue requires PAFA's cancellation of a course in progress, a prorated refund or credit will be issued to enrolled students for all missed sessions.

### **CLASSROOM/CAMPUS POLICIES**

Access to PAFA's classroom facilities, including the cast collection and library, is granted only to students enrolled in in-person on-campus courses, with appropriate ID requirements, for the *length of their courses* (start-date to end-date).

**Only students currently enrolled in printmaking or sculpture classes, or with a valid Shop Membership**

**(<https://www.pafa.org/lifelong-learning/shop-memberships-pafa>), are approved for access to PAFA's Print and Sculpture**

**Shops.** Students enrolled in online courses only are not approved to access PAFA's campus facilities.

- Students are required to use odorless solvents, i.e. *Turpenoid*. **NO TURPENTINE.**
- Spray fixatives must be used outdoors or in the 10<sup>th</sup> floor spray booth. No indoor spraying allowed.
- Please do not empty solvents and/or paints into sinks or trashcans. Use appropriately-labeled barrels, located near each floor's utility sinks.
- Students are responsible for cleaning up after themselves before leaving class.
- Students may not touch, move, or place anything on/against the bases or any part of the antique cast collection in the Cast Hall or cast exhibition spaces.
- PAFA is not responsible for artwork or other belongings left in any PAFA studio or classroom.
- Students enrolled in sculpture or printmaking courses must abide by the rules established by the Shop Managers.

For more information about the policies, procedures, and services offered at the Pennsylvania Academy of the Fine Arts, including Title IX and VAWA policies, DEIB commitment, and Safety and Security services, please see

<https://www.pafa.org/about>.

### **PHOTO AND VIDEO IMAGE RELEASE POLICY**

The Pennsylvania Academy of the Fine Arts (PAFA) reserves the right to reproduce without notification photographs and video of students while attending Continuing Education Programs at PAFA for any lawful purpose and in any manner or in any medium. Reproduction purposes may include print publications, institutional websites, e-communications, multimedia presentations, and documents about PAFA for admission, recruitment, fundraising, or institutional informational purposes. By enrolling in PAFA Continuing Education courses and agreeing to the terms of this policy guide, students release PAFA Continuing Education and its legal representatives from liability for any violation or claims relating to said images or videos and waive their rights to any and all compensation stemming from the use of these

materials. PAFA staff consults with students and faculty when photographing classes in progress and respects students' requests not to be photographed.

## **CAMPUS SAFETY & SECURITY**

**Emergency:** 215-972-2083

**Security Desks** (Student Entrance)

Historic Landmark Building: 215-972-2070

Hamilton Building (West Lobby): 215-972-2100

**Security Office (Control Room & Lost and Found):** 215-972-2073 or -2074

## **ACCESSIBILITY**

The Samuel M. V. Hamilton Building is accessible from Lenfest Plaza. An accessible entrance to the Historic Landmark Building is located at Cherry and Burns Streets. The Burns Street Elevator provides access to the classroom floor or galleries. Visitors can access this entrance by pushing the call button at the bottom of the front stairs of the Museum, or at the corner of Cherry and Burns; Security staff will meet the caller. Passenger elevators in both buildings move between floors of galleries and classrooms. Wheelchairs are available, and restrooms are accessible. For questions about accommodation, please contact Allison Syvertsen at [asyvertsen@pafa.edu](mailto:asyvertsen@pafa.edu) or 215-972-2029.

## **INCLEMENT WEATHER/EMERGENCY CLOSING PROCEDURES**

The closing, delayed opening, or early dismissal of the Pennsylvania Academy of the Fine Arts will be determined by the Vice President of Safety, Security and Facility Services. Such closing or delay would include the school, galleries and administrative offices. Decisions regarding the cancellation of special events and evening classes may be made later in the day. To find out if PAFA is closed or having a delayed opening, you should check one of the following:

- [www.pafa.org/ce](http://www.pafa.org/ce) -- messages will be updated on the CE homepage (*no message will be posted if there is no closing/delay*)
- **PAFA's main phone number (215-972-7600)** -- an outgoing closure/delay message will be recorded by 6:30 a.m. Please do not call CE office numbers as staff will not be present to respond to messages during closures.

## **TRANSPORTATION & PARKING**

PAFA is near the Jefferson and Suburban train stations, SEPTA bus and trolley stops, and PATCO's High Speed Line. Visit: [septa.org](http://septa.org) or [ridepatco.org](http://ridepatco.org). Discounted parking is available at the Parkway Corporation Garage at Broad & Race Streets and Lot at 15<sup>th</sup> and Cherry Streets. **To receive discounted parking rates, please obtain a validation sticker from the Security Desk at the Lenfest Plaza (Student) Entrance of the Hamilton Building.** Look up location and rate information for the Garage at [Broad & Race | ParkwayCorp](#) and for the lot at [15th & Cherry | ParkwayCorp](#). Students with validation stickers receive 20% off the posted rates.