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## 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.

### BASIC INFORMATION

#### Contact Us:

Please do not hesitate to contact us for questions, concerns, or course advice. *(Please note: The CE office is closed due to COVID-19 restrictions; staff are working remotely to provide assistance.)*

- **PHONE:** 215-972-7632 (Please leave a message with an email address for a faster response.)
- **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

#### Dates to Remember:

- Summer Session 1 Registration Deadline: May 14
- Summer Session 1: May 24 – July 5
- Summer Session 2 Registration Deadline: June 25
- Summer Session 2: July 5 - August 15

**Note: No classes on Monday, May 31, for Memorial Day.**

### ACADEMIC CREDIT

PAFA is accredited through the National Association of Schools of Art and Design (NASAD) and the Middle States Commission on Higher Education (MSCHE). PAFA is a member of the Association of Independent Colleges of Art and Design (AICAD).

#### Undergraduate Credit

Courses meeting contact hour requirements (30 hours minimum, not including lunch breaks) are available for 1.0 or 1.5 undergraduate credits (see course descriptions for credit options). If taken for credit, you may incur additional coursework, and will receive a course grade and appropriate credit that will appear on an official PAFA transcript, if requested. For an official transcript, please submit a completed Transcript Request Form ([www.pafa.org/transcripts](http://www.pafa.org/transcripts)) to PAFA's School Registrar with appropriate payment. Email [pmedwick@pafa.edu](mailto:pmedwick@pafa.edu) for more information.

Changes in credit status for must be arranged through the CE office **prior to the third class for courses 12-weeks or longer**, and **prior to the second class for courses that run 10 weeks or fewer**. No refunds can be issued for changes from credit to non-credit.

#### Credit for K – 12 Educators

PAFA is approved to provide Pennsylvania Act 48 hours and New Jersey Department of Education Professional Development Credit for courses and workshops. Courses need not be taken for PAFA undergraduate academic credit to be eligible for professional development credit hours (see credit options and tuition pricing on individual courses). Educators interested in receiving PA Act 48 or NJ Professional Development Credit must contact Michael Kowbuz, Director of Continuing Education Programs, at [mkowbuz@pafa.edu](mailto:mkowbuz@pafa.edu) prior to registration to determine the eligible credit hours for their selected class(es). PA educators must provide their six-digit Professional Educator Identification Number.

### HIGH SCHOOL STUDENT ENROLLMENT

Teens in grades 9 – 12 are encouraged to enroll in PAFA's Pre-College Programs

([www.pafa.org/highschool](http://www.pafa.org/highschool)). High school students aged 15 years or older may register in Continuing Education adult courses/programs with parent/guardian permission.

## WITHDRAWALS AND REFUNDS

- Withdrawals must be made in writing via email ([continuinged@pafa.edu](mailto:continuinged@pafa.edu)) to the Continuing Education Programs office.
- An administrative fee will be assessed for each dropped course: **\$25 per multiple-week course, \$10 per workshop, and \$50 per Master Class and Studio-Critique Program.**

After above fee deduction, tuition refunds will be adjusted according to the following schedule\*:

### Full-Semester Multiple-Week Courses – 10 Weeks or Longer

- Prior to one week before the 1st class: 100%
- After the above, prior to the 2nd class: 75%
- After the above, prior to the 3<sup>rd</sup> class: 50%
- After the above: No Refunds

### Short/Condensed Multiple-Week Courses – 8 Weeks or Shorter

- Prior to one week before the 1st class: 100%
- After the above, prior to the 2nd class: 50%
- After the above: No Refunds

### Workshops, Single-Day Lectures, and Critiques (One- to Three-Day Courses other than Master Classes, and not including the Studio-Critique Program)

- Prior to one week before the first class: 100%
- After the above, prior to the first class: 75%
- After the above: No Refunds

### Master Classes

- Prior to one week before the first class: 100%
- After the above, prior to the first class: 75%
- After the above: No Refunds

### Summer Studio-Critique Program

- Prior to one week before the program start date: 100%
- After the above: No Refunds

*\*Your health, and that of the entire PAFA community, is our priority: If COVID-19 health risk concerns or illness prevent, or make inadvisable, attendance or completion of course work, please do not hesitate to contact us to cancel your class, and we will accommodate you as best we can.*

## 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. Early registration helps prevent course cancellation!

## TUITION DISCOUNTS AND SCHOLARSHIP OPPORTUNITIES\*

- **Membership Discounts** – PAFA is pleased to extend a **special discount on Summer 2021 Continuing Education courses for members at all levels**, a benefit typically reserved for members at the Friend level and above. 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 (Master Classes and Studio-Critique Program excluded). 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** – Available by application to assist students who demonstrate financial need and dedication to their art. Scholarships are applicable toward one regular course or workshop within the current semester (Master Classes and Studio-Critique Program excluded). Apply online at <https://www.pafa.org/school/academics/continuing-education/discounts>. Application deadlines: **May 12 (Session 1)** and **June 23 (Session 2)**. Email [mkowbuz@pafa.edu](mailto:mkowbuz@pafa.edu) for questions.
- **High School Student Scholarships** – Available to assist students enrolling in Summer High School Intensive Classes. Visit <https://www.pafa.org/school/academics/pre-college/policies> for more information. Email [sfishman@pafa.edu](mailto:sfishman@pafa.edu) for questions.

\* Restrictions may apply. Email [continuinged@pafa.edu](mailto:continuinged@pafa.edu) for questions.

### **COVID-19 SAFETY POLICIES FOR IN-PERSON OUTDOOR CE COURSES**

No in-person indoor classes are available through Continuing Education at this time. Outdoor courses are available with the safety precautions enforced to minimize the risk of infection and spread of COVID-19.

#### **All participants (instructors, students, assistants) attending CE outdoor courses must:**

- Wear masks at all times while on site, except only as necessary to eat or drink during break times, while at least 6 feet away from others.
- Always maintain physical distancing of at least 6 feet from all other participants.
- Limit unnecessary physical contact with other participants, such as passing handouts or sharing materials.
- Adjust physical environment, including placement of easels and chairs, as needed to maintain a distance of at least 6 feet apart.
- Remain at home if they have a cough, shortness of breath, fever (100.4° F or higher), chills, muscle pain, or new loss of taste or smell.
- Inform Jimmie Greeno III, Vice President of Safety & Security and Pandemic Safety Officer at [jgreeno@pafa.org](mailto:jgreeno@pafa.org) if they, or someone they live with, experience COVID-19 symptoms, or if they test positive for COVID-19.
- If diagnosed with COVID-19, remain off-site of the class and off PAFA's campus until cleared to return. All other faculty, staff and students who had close contact with diagnosed students/staff must remain off-site/off-campus until also cleared for return.

PAFA will treat information regarding the identity of staff or students with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. PAFA is committed to providing a safe environment for our community. It is in the interest of those goals that we provide this information out of an abundance of caution.

Should COVID-19 diagnosis of staff or students, or other safety concerns, require the cancellation of a course, a prorated refund will be issued to enrolled students for all missed sessions.

Please contact Jimmie Greeno III at [jgreeno@pafa.org](mailto:jgreeno@pafa.org) if you have any questions or concerns about health-safety policies or incidences. For more information about COVID-19, please visit the CDC website at: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>. For up-to-date PAFA information about precautions and opening plans relating to COVID-19, including any changes in PAFA's usual operations, see <https://www.pafa.org/news/coronavirus-information-resources>.

### **SCHOOL POLICIES**

Complete information about the policies, procedures, and services offered at the Pennsylvania Academy of the Fine Arts, including general campus policies, expanded classroom regulations, disciplinary procedures, and sexual harassment and misconduct policies and resources is outlined in the PAFA Student Regulations and Policies, are located at <https://www.pafa.org/school/student-life/student-policies-procedures>.

By registering for a Continuing Education class or event, you agree to abide by the CE policies and regulations detailed in this document and by school guidelines. Please take the time to consult/review this important information prior to your first day of class. Failure to comply with these policies and procedures may result in disciplinary action and possible dismissal with forfeiture of tuition and fees.

#### **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.