

# Guidelines + Policies updated 2/11/2019TH

## **DATES TO REMEMBER**

Open House January 12, 10am - 2pm at the McKinney Center  
Early Bird Deadline January 12, 2pm  
Last Day to Register January 19, 11am - 1pm at the McKinney Center  
Deadline to Register January 19, 1pm  
Balance Due January 19

## **HOW TO REGISTER**

To apply for classes, register in person, online or by mail. To register, fill out the registration form on the last page of this booklet and return it to the McKinney Center, Monday - Friday, 8:00 a.m. - 5:00 p.m. All registrations will be accepted on a first-come, first-served basis. Registration and payment can be mailed to: 103 Franklin Ave., Jonesborough, TN 37659. For online registration, visit [mckinneycenter.com](http://mckinneycenter.com).

## **ENROLLMENT**

Class space is limited. Registration is first-come, first-serve. Please register early. Early Bird Registration Discount ends January 12. The deadline for registration is January 19.

## **TUITION**

Tuition amounts are noted in the Class Catalog. To register, when paying by cash or check, students must make a \$25.00 non-refundable deposit at the time of registration. This deposit will be counted toward the tuition fee. This \$25.00 is non-refundable unless the class canceled or combined with another class. Tuition must be paid in full by the registration deadline, January 19.

## **DISCOUNTS**

\$10 Early Bird discount if you register before January 12, 3pm.  
\$10 discount when registering additional siblings or for more than one class between January 14-19.  
\$20 off a class when you become a *Friend of the McKinney Center*, at the Zion School Level.

## **SCHOLARSHIPS**

Scholarships are available. Scholarship recipients can receive up to one free class per semester. Additional classes are regular price. Students over the age of 12 and one parent must complete 10 hours each of volunteer work during the semester in exchange for the scholarship. Contact Director Theresa Hammons about the application process by phone: 423-753-0562, or email: [theresah@jonesboroughtn.org](mailto:theresah@jonesboroughtn.org). All scholarship and financial information is kept confidential. Scholarship forms may also be found online at [www.mckinneycenter.com](http://www.mckinneycenter.com).

## **PAYMENT PLAN**

To register, when paying by cash or check, students must make a \$25.00 non-refundable deposit at the time of registration. This deposit will be counted toward the registration fee. This \$25.00 is non-refundable unless the class is canceled or combined with another class. Two weeks later, one-half of the registration fee is due. By January 19 (deadline for registration) the full balance is due. After January 19, there are no refunds regardless of amount paid. Payment can be made by cash, check, or credit card.

## **SUPPLIES**

Class supplies are included in the tuition fee unless otherwise noted in the class description.

**CANCELATIONS**

Jonesborough's Mary B. Martin Program for the Arts reserves the right to cancel, combine or reschedule classes as needed. Classes not meeting the minimum enrollment will be canceled one week in advance of the start date. Students will be notified by email if a class has been canceled and will receive a full refund.

**INCLEMENT WEATHER**

In case of inclement weather, The Mary B. Martin Program for the Arts follows the Washington County Public School System closure procedure. Faculty will work with students and/or guardians to schedule make-up classes for weather closings or any other reason.

**SCHOOL BREAKS & HOLIDAYS**

Due to having students across several school districts we will have class during fall and springs breaks and holidays unless otherwise informed by your instructor or McKinney Center Staff.

**CLASS CHECK-IN PROCEDURE**

Students should arrive promptly on time for their class. Guardians must escort students under 18 into the McKinney Center and sign them in and the same when leaving. Guardians must send the McKinney Center Director an email or written statement if they wish their students to walk to and from class. Guardians may leave or wait for their student in the designated waiting area. Guardians are not allowed in class areas unless approved by the Director.

\* Policies do not apply to classes held at the JRT. Contact the JRT for details.