



Class Policies at Springfield Museum of Art

Class Registration Confirmation

Registrants who provide a valid and legible email address will receive an email confirmation of their class registration. Students who do not provide a valid and/or legible email address may not receive confirmation. Registration confirmation will not be made by phone or mail. If a registrant does not receive confirmation for any reason, it is his/her responsibility to attend class at the listed start date or to follow up with SMOA about any questions. Students who have registered and paid for a class but do not attend the class will not be issued a refund.

Low Enrollment Cancellation

Classes that register fewer than 5 students are subject to cancellation. In the event that a class is cancelled due to low enrollment, students will be called at the phone number listed on the registration form prior to the class start date and a full refund will be issued.

Student Cancellation/Refund Policies

When a registered (paid) student wishes to cancel his/her registration, a refund can be issued up to 5 days before the beginning of a class. No reimbursement will be issued after the period of 5 days before the start of a class or once the class has started. Students who have registered (paid) for a class but do not attend the class will not be issued a refund.

Class Supplies

Please note the details about supplies for each class. Generally, children's classes include all supplies. Some adult classes carry a larger tuition fee and include supplies. Other adult classes have a list of required supplies to be purchased at an art supply store. Supplies will not be available for purchase through the Museum or the instructor. Class instructors can answer questions about supplies before the start of the class. If a student (or potential student) has questions about the supply list, he/she may contact the Museum for the instructor's contact information. Call 937-325-4673 or email smoa@springfieldart.net.

Inclement Weather or Emergency Cancellation Policy

Class cancellations at Springfield Museum of Art follow the cancellation decision of Springfield City Schools. If the city schools are cancelled due to inclement weather, Museum classes are also cancelled. If the city schools issue a delay, classes scheduled to begin before noon on that day will be cancelled (but classes scheduled to begin after noon will meet as planned). In the case of a facility emergency or personal emergency on the part of your instructor, he/she will contact you if a class needs to be rescheduled. Classes that are cancelled will be made up during the week(s) following the published class dates at the same meeting day and time or by specific direction of your instructor.

Gallery Visits

Student tuition includes free self-guided tours of the Museum galleries in the half-hour preceding or following any in-session class. This benefit is for currently enrolled students and accompanying adults of youth students on the day of any class meeting. This benefit only applies to classes that meet during regular open gallery hours. Gallery hours cannot be extended. Members of SMOA always receive free entry to the Museum (or discounted fees during certain special exhibits).

Class Behavior

The Springfield Museum of Art provides community art classes. Enrollment is open to any adult or child with an interest in the arts. All students have the right to a positive learning environment that fosters creativity. The Museum reserves the right to refuse admission, deny enrollment, or dismiss any student due to inappropriate behavior. The Museum reserves the right to dismiss any instructor due to inappropriate behavior.



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