



# ACADEMY

## **ATTENDANCE:**

Please arrive a few minutes early to allow the instructor to check attendance and begin the class promptly.

Only paid students are allowed in the classroom during scheduled classes. We are unable to accommodate guests and children in the classroom. Parents may drop off their student(s) or wait in the retail store area, and watch through our observation window.

## **CELL PHONES/PHOTOS:**

Please silence your phones before class begins.

Should you need to take a call during class, quietly step outside the classroom. Photos of you working and finished projects are encouraged! Feel free to upload and share your experiences to our social media pages! Please refrain from taking step by step tutorial photos, and from recording the process. You may take notes, and our instructors are happy to answer any questions you may have.

## **REGISTRATION / CANCELLATION / REFUNDS**

Students must register and pay class tuition at least 2 days before each class to reserve your spot. Full refunds for class cancellation will be made if 1) you provide two business days advance notice before the first scheduled class. 2) Over the Top Cake Supplies cancels a class due to insufficient enrollment. Refunds will be made directly to the credit card used to purchase the class or store credit.

Cancellations made less than 2 days before the scheduled class will result in the loss of 100% of the class tuition.

## **3 DAY COURSE/MISSED SESSIONS:**

If day one is missed 60% of the tuition rate is forfeited and you will need to re-enroll for a future course. If day two is missed 100% of the class tuition will be forfeited. You may pickup the decorations made during week 1, but you will need to re-enroll for a future course. If day 3 is missed a private lesson with the instructor will need to be made and completed no later than one week after the end of class. Private lessons are subject to the availability of the instructor and you will be charged a \$65 private lesson fee.

## **SEVERE WEATHER:**

Over The Top Cake Supplies follows the guidelines of Conroe ISD and will close the store and cancel classes if area schools are closed due to inclement weather. Please call the store (832)458-0995 or check our Facebook page for updates and to confirm that your class is being held.

## **MISCELLANEOUS:**

Students more than 20 minutes late will not be permitted into the classroom. This will assure you obtain the most from your class and prevent disruption of the class for other students. Unruly and disruptive students will be asked to leave the classroom and a parent/guardian will be called for immediate pickup.