



School Policies

1. Course Withdrawal

Before First Class: Students may withdraw anytime before the start of the course and receive a full refund (less a \$50 administration fee)

After 1st Class: Students may withdraw after their first class and receive a full refund for the course (less a \$100 class & administration fee)

After 2nd Class: Students that have completed 2 classes are not eligible for a refund.

Please submit withdrawal requests in writing to info@aoma.ca. Non-attendance or non-payment of outstanding fees does not constitute a formal withdrawal. Requests may be dropped off or emailed to info@aoma.ca.

2. Course Transfers

Students may transfer courses, free of charge, at any time before their second class.

3. Program Curriculum & Instruction

Instructors or program content may change at AOMA's discretion, without notice.

4. Fees and Payment

Fees must be paid in full upon registration. Payment can be made by cheque, cash or E-Transfer.

5. Class Cancellation

AOMA may cancel or postpone any promoted class due to unforeseen circumstances or lack of student enrolment. If such cancellation happens, a full refund for any outstanding classes will be issued.

6. Class Absence

If the request for absence is made at least 24 hours before the start of the class, AOMA will issue a credit that may be used for another class within 12 months. Only 1 credit will be issued per student. Full class fees will be applied to multiple absences.

7. Class Conduct

AOMA reserves the right to remove any student or parent who fails to comply with its rules and regulations, or who engages in any activity deemed contrary to the fulfillment of AOMA's objectives. Class fees will NOT be refunded should a student have to be removed from class.

8. Class Attendance

Every student who attends a class at AOMA must be registered. Attendance is taken at the beginning of each class and unregistered students will be directed to AOMA staff to complete proper registration. Please note that unregistered students may miss a portion or all of the class.

9. Parent Pickup

AOMA is not responsible for students before or after class time. Repeated lateness may lead to discharge from the class with NO refund.

10. Language

To participate in class and understand lectures and course material, all students must have a comprehensive understanding of English and/or Mandarin before attending classes.

11. Medical & Special Needs

Parents/guardians are required, at the time of registration, to alert AOMA of any allergies, or physical, emotional, and learning needs their children may have.

12. School Promotion & Photography

AOMA reserves the right to photograph and film students and their work for the school's promotional materials. AOMA reserves the right to use student artwork for exhibition at no charge. Parental permission is requested at time of registration.