

Continuing Education Workshops Information and Policies

Who can enroll?

Montserrat Continuing Education courses are open to the general public. The courses are filled on a first-come, first-served basis and are open to adults and high school students age 16 and older with any level of art experience.

Tuition Pricing and Discounts

Tuition is listed on the individual course pages. We are happy to extend a 10% discount to Montserrat Alumni, primary/secondary/college level educators, and senior citizens.

Payment Deadlines

Registration is open for most courses up until one week before the course begins. Registration and full payment will be accepted a week prior to the start of the class.

How to Register

Please visit the course listing page, select your course, and follow the links to "register now". If you have any questions, please contact ce@montserrat.edu.

Materials

Students are responsible for their own supplies unless otherwise stated in the course description. A list of materials will be provided prior to the class start date, and your instructor will also provide you with the information on the first day of class.

Class Locations

Unless otherwise noted, all courses meet at Montserrat College of Art's Hardie Building, located at 23 Essex Street, Beverly, MA. If you are not sure how to get to your classroom, feel free to ask the security guard on duty.

Parking

Parking is available behind the Hardie Building in the evening and on weekends.

Weather

Cancellation of class due to weather, please call 978.921.4242, press 8 or visit our website at www.montserrat.edu. The class will be rescheduled.

Policy of Non-Discrimination

Montserrat College of Art does not discriminate on the basis of race, religion, national origin, sexual orientation, or disability in the admission and access to its programs and activities.

Low Enrollment Course Cancellation

The College reserves the right to cancel a course if it fails to have minimum enrollment. If this occurs, a full refund will be issued. Please allow thirty days for processing of all refunds.

Withdrawals and Refunds

Students wishing to withdraw from a course must contact the CE office in writing. Prior to the first class, all tuition, less a \$25.00 processing fee will be issued. After the first class, and before the second class, 50% will be refunded, less the \$25.00 fee. After the second class, no refunds will be issued.

Safety & Health

It is the responsibility of all students to adhere to the College's verbal and/or written safety instructions and guidelines while on campus. Please visit the Student Handbook online under the "Campus Life" tab for Health and Safety information and more on our policy.

Rules and Regulations

Acceptable behavior is expected while attending a course at Montserrat College of Art. The College Rules and Regulations are listed in our Student Handbook which can be accessed online. In some cases, the college may insist that a student withdraw from a course if rules are not being followed.

Accessibility

Montserrat College of Art's Hardie Building is accessible to persons with disabilities.

If you have any questions, please contact the Continuing Education Department at ce@montserrat.edu