



## **MTM Workshops – Terms of Registration**

**\*It is the responsibility of each registrant to ensure they have read and understood these terms\***

### **Registration**

Registration is on a first-come-first-serve basis and is limited to the same space restrictions as MTM diploma programs (maximum 12-17 students, depending on the course). Advanced registration is recommended for all courses. All registration is subject to availability. Instructors are subject to change without notice.

To ensure that we are able to run your preferred classes, we recommend that you enroll at least two weeks prior to the commencement of the program.

Please note there are no classes on statutory holidays.

### **Fees and Payment**

Full payment is required to be enrolled and must be received prior to starting the class.

- Coupons and discount codes are limited to use of one per registration
- Materials are not included in the listed cost
- S.T. is applied to all non-diploma courses (workshops / professional development / etc.)
- Tax receipts (T2202A) are not given on non-vocational courses.

### **We accept the following forms of payment:**

**Online:** Through our website with PayPal.

**Over the phone:** Call 416-703-6877 with your credit card information.

**By mail:** Mail in check, money order, or draft only after you have spoken to an MTM representative. Do not send cash or credit card information by mail.

**In-person:** Stop by the office during office hours with a check, money order, or credit card.

# MTM COLLEGE

## **Withdrawals and Refunds**

Requests for withdrawal must be received in writing (email or letter) and acknowledged by an MTM representative.

If notification of withdrawal is received no less than two (2) days prior to the start of the workshop, a refund will be granted, less a 5% administration fee. No refund will be given for withdrawal after that time unless an official exception is granted (in exceptional circumstances). In such cases, a written request for refund, accompanied by appropriate documentation must be submitted, acknowledged and granted in writing by an MTM representative.

Allow 30 days for processing and mail delivery of refund check.

## **Cancellation of Courses**

MTM College of Animation, Art & Design reserves the right to cancel programs/workshops/courses/etc. at any time; in the event of cancellation, a full refund will be provided.

In the event of course cancellation, registrants will be notified no later than 48 hours / 2 working days prior to the scheduled commencement of the course and a full refund will be provided.

## **Registrant Information**

Please notify the office of your change of address, telephone number, and email to ensure that you received important information.

## **Individual Class Cancellations**

We will endeavour to inform registrants in a timely manner if the school is closed due to inclement weather, or if an instructor cannot attend due to illness and/or other emergencies. However, please note we cannot guarantee you will be notified and cannot be held responsible if you are unaware of the cancellation until after your arrival at the school. Please note that we rarely close due to weather as we are a college campus and the uninterrupted continuation of our student studies is a priority.

When a class is cancelled due to weather/instructor emergency and is one of a series of classes, we will provide every effort for make-up classes but they cannot be guaranteed. Scheduling of the make-up class will be left up to the majority discretion of the class and teacher.

If a one-day class is cancelled and a make-up class cannot be rescheduled, a full refund will be given.

# MTM COLLEGE

## **Health, Safety and Security**

No food is permitted inside MTM classrooms. No drinks aside from bottled water are allowed. Please clean up spills as soon as they happen. If you require assistance to do so, please ask.

The health and safety of everyone on campus is of paramount importance to MTM. Do not prop open doors and do not open doors for people you do not recognize. If you notice something unsafe or suspicious activity, please report it immediately to the office.

## **Computer and Internet Usage**

When using school computers or you own device to access the internet on campus please follow these guidelines:

Do not use the school's network for illicit activities such as file-sharing and piracy. Do not display, watch videos, or visit sites with pornography, extreme gore/violence or other objectionable content while on campus.

- Avoid high-bandwidth sites, including video-streaming sites such as YouTube. The wireless bandwidth is limited and students working on school assignments should have top priority.
- Do not attempt to access restricted servers or networks, other students' work, or system files.
- Do not install any software on school computers without permission of the IT Department. Be mindful of email attachments which may contain viruses or malware.

Access to the internet is provided as a courtesy. MTM makes no guarantee regarding the quality or availability of access.

## **Photos and Use of Work**

MTM reserves the right to use any photograph/video taken at any MTM workshop or event for promotional purposes. It is the responsibility of the individual to tell the instructor, coordinator or photographer if they do not wish their image to be used. We also may use photocopies of any participant artwork, assignments, videos, etc. for purposes of promotion.

*Workshops do not require approval under the Private Career Colleges Act 2005*