Class Submission, Publication & Cancellation Guidelines

TEACHING ARTIST REFERENCE • QUARTERLY CLASS CALENDAR

Create Together publishes one coordinated catalog each quarter, four weeks before classes begin on the 15th of January, April, July, and October.

01 Current submission & publication cycle

INTERIM FRIDAY-TO-FRIDAY CYCLE

During the transition to the quarterly catalog schedule, complete class submissions may be reviewed through the weekly Friday-to-Friday cycle below.

WHEN	MILESTONE
Friday, by 5 p.m.	Deadline for complete Teaching Artist class submissions.
Monday–Wednesday	Review submissions, confirm scheduling, edit listings, and request any needed clarification.
Thursday	Finalize complete, approved listings and prepare them for publication.
Following Friday, by 5 p.m.	Target publication of complete, approved classes.

Publication is a target, not a guarantee. Submissions that are incomplete, require corrections, or need additional information move to a subsequent publication cycle.

02 Quarterly submission & publication deadlines

Once the quarterly schedule is in effect, planning deadlines are measured from catalog publication; individual promotion and enrollment decisions are measured from each class date.

STANDARD CLASSES | SINGLES & SERIES

WHEN	MILESTONE
10 weeks before publication	Complete class proposal due.
Weeks 10–9	Proposal review, scheduling, and revisions.
Weeks 8–7	Approved listings finalized and quarterly catalog developed.
6 weeks before publication	Approved catalog information and photo files provided to Marketing; content lock.
Weeks 6–5	Marketing prepares catalog distribution, publication submissions, and promotional materials.

WHEN	MILESTONE
4 weeks before quarter begins	Quarterly catalog published and distributed; registration opens.
4 weeks before class	Targeted individual class promotion begins.
14 days before class	Enrollment review and coordinated marketing assessment.
7 days before class	Final proceed/cancel decision.
Scheduled class date	Workshop takes place or class series begins.

PREMIUM INTENSIVES

WHEN	MILESTONE
14 weeks before publication	Premium intensive proposal due.
Weeks 14–13	Proposal review and revisions.
Weeks 12–11	Scheduling and logistical coordination.
10 weeks before publication	Approved intensive information provided to Marketing; content lock.
8 weeks before intensive	Targeted promotion begins.
4 weeks before quarter begins	Quarterly catalog published and distributed; registration opens.
30 days before intensive	Enrollment review and coordinated marketing assessment.
21 days before intensive	Final proceed/cancel decision.
Scheduled intensive date	Premium intensive takes place.

03 Quarterly catalog launch dates

CLASS QUARTER	INTENSIVES DUE	STANDARD DUE / INTENSIVE LOCK	CATALOG TO MARKETING	PUBLICATION
Jan 15, 2027–Apr 14, 2027	— (transition)	— (transition)	— (transition)	Dec 18, 2026
Apr 15, 2027–Jul 14, 2027	Dec 10, 2026	Jan 7, 2027	Feb 4, 2027	Mar 18, 2027
Jul 15, 2027–Oct 14, 2027	Mar 11, 2027	Apr 8, 2027	May 6, 2027	Jun 17, 2027
Oct 15, 2027–Jan 14, 2028	Jun 11, 2027	Jul 9, 2027	Aug 6, 2027	Sep 17, 2027

January 2027 is a transitional launch: only the December 18, 2026 publication target applies. Full advance deadlines begin with the next quarterly cycle.

04 Promotion, enrollment & decisions

MILESTONE BEFORE CLASS	STANDARD	INTENSIVE
Targeted promotion begins	4 weeks	8 weeks
Enrollment review	14 days	30 days
Final proceed/cancel decision	7 days	21 days

Minimum enrollment follows the Electronic Workshop Pricing Worksheet, provided electronically by Finance and linked in the Class Submission Form. Leadership and teaching artists coordinate directly on enrollment evaluations and cancellation decisions, including whether a coordinated marketing push is needed at the enrollment review

05 Student cancellation & refund windows

NOTICE	STANDARD CLASS	PREMIUM INTENSIVE
Early	14+ days: 90% tuition refund	30+ days: 80% tuition refund
Intermediate	7–13 days: 50% tuition refund or eligible class credit	14–29 days: 50% tuition refund or eligible class credit
Late / no-show	Under 7 days: no standard refund; qualifying emergencies may receive a same-instructor transfer or credit (see below)	Under 14 days: no standard refund; qualifying emergencies may receive a same-instructor transfer or credit (see below)

Booking deposits are included in tuition—not additional charges: 10% for standard classes and 20% for premium intensives.

Consumable materials fees are nonrefundable when students cancel. If the same class is rescheduled with the same instructor, the materials fee may be transferred to that offering when the original materials can be used.

06 Materials, credits & cancellations

TOPIC	GUIDELINE
Materials fees	Consumable materials fees are nonrefundable for student cancellations. When rescheduling the same class with the same instructor, the fee may transfer if the materials can be reused. Fees are fully refunded if Create Together or the teaching artist cancels.
Class credits	When a student is issued a class credit, it may be applied to a rescheduled offering or a future class with the same instructor, up to the tuition paid. Any additional tuition and new materials fees, (if a different course is chosen,) are payable by the student. Credits have no cash value; when a credit is impractical, refunds may be considered on a case by case basis.

TOPIC	GUIDELINE
Member benefit	One late-cancellation credit exception per membership year with at least 48 hours' notice, for a future class with the same instructor when possible. Excludes premium intensives. Nonrefundable materials fees are transferable if rescheduling to same course offering, otherwise they are excluded from credit.
Organizer or teaching artist cancellation	If Create Together or the teaching artist reschedules, offer the new date first. Students unable to attend may request a full refund. If the class is canceled, refund all tuition, deposits and materials fees.

Late-cancellation exceptions: For an act of God, or professionally documented injury or illness, students may reschedule into a future offering of the same class with the same instructor. If that class will not be offered again, credit may be issued toward another class with that instructor, up to the tuition paid, excluding new materials fees. Cancellations due to major family emergencies will be reviewed and considered on a case-by-case basis. When a credit is impractical or unsuitable, including for visiting students, refund requests may be considered on a case by case basis.

07 Weather-related postponements

TIMING	GUIDELINE
48 hours before	Review forecast and travel safety; coordinate with the teaching artist and prioritize rescheduling.
24 hours before	Aim to confirm and communicate any postponement or cancellation, when conditions permit.
Unexpected hazards	Allow later or same-day decisions if conditions change or travel becomes unsafe.
Student options	If Create Together or the teaching artist reschedules due to weather, offer the new date first. Students unable to attend may receive a full refund. If canceled, refund tuition, deposits and materials fees.