

# Terms & Conditions

Sotheby's Institute of Art  
E-mail: [online@sothebysinstitute.com](mailto:online@sothebysinstitute.com)

## Registration

All online courses are offered on a non-credit basis. There are no prerequisites for the courses currently being offered, as these courses are open to the general public, regardless of where you live. Students must be at least 18 years of age and hold a high school diploma, or the equivalent, in order to register.

## Payment

Payment in full is required at the time of registration. All course tuition is billed in US dollars; your financial institution may charge a fee for conversion to your local currency.

## Course Cancellation

Sotheby's Institute of Art reserves the right to cancel any course in which the number of students enrolled is deemed insufficient. All tuition and fees paid for such a course will be refunded. Cancellation decisions are generally made two weeks before classes begin, though we reserve the right to cancel any class up to the first day. (Please allow up to six weeks for the credit to appear on your statement.)

To withdraw from a course you must notify the Sotheby's Institute of Art Online office in writing of your intention to withdraw. You may do so by e-mailing your withdrawal to [online@sothebysinstitute.com](mailto:online@sothebysinstitute.com). Failure to complete a course does not constitute official withdrawal, nor does notification to the instructor, nor does lack of attendance, nor does dissatisfaction with a course.

## Refund Policy

In order to be granted a full tuition refund, students must cancel their registration by sending an email to [online@sothebysinstitute.com](mailto:online@sothebysinstitute.com) by 5:00 pm (your local time) three full business days before the course's start date. Please note we are unable to reimburse for any currency conversion fees charged by your credit-card issuer.