

C1M Photography, LLC
C1M Academy Terms and Conditions
C1M Academy is a division of C1M Photography, LLC
13 Columbia Drive Unit 3
Amherst, NH 03031

By purchasing a seat in a course, class, or workshop, you agree to our terms and conditions of sale.

Entrance Requirements

If you have a camera and the desire to take better photographs with it, you meet our entrance requirements.

Grading System

All courses and classes are PASS or absence of PASS. We do not use a letter-grading or point system.

Standards for Satisfactory Progress

Students should attend 50% of the classes in a course in order to be adequately prepared for the next course. It is possible to make up the work in missed classes in order to meet this standard.

Transferability Policy

All previous training and/or employment is evaluated and may be credited as applicable to shorten the length of your course and/or lower the cost of your course, at our discretion.

Student Conduct and Conditions for Dismissal

Any student conducting themselves in a disorderly or unprofessional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules, will lead to either probation or dismissal from classes.

Student Records

All student enrollment records are maintained by the school for a period of five years.

School Calendar

We operate on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The most current information about and schedule of upcoming courses and classes can always be found on our website at www.nh-photography-classes.com

The following holidays are observed and no classes are held:

- New Years Day
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day

We reserve the right to amend the calendar.

The hours per week vary depending on which course you're enrolled in. Please refer to the detailed schedule of the course in question.

Enrollment Dates

A student may enroll at any time prior to the start of a new course, class, or workshop.

Refund policy:

Payment is due when you register for a course, class, or workshop. Your payment reserves your seat. The school reserves the right to reschedule any class or course or change its format. If a course, class, or workshop is cancelled by the school, enrollees will receive a full refund.

Per RSA 361-B, you may cancel your purchase any time prior to midnight of the third business day after the date of your purchase.

Refund policy for vocational classes and courses purchased without discount:

Students withdrawing from a course on or before the first day of instruction will receive a full refund, less an administrative fee of not more than \$150.00.

Students withdrawing from a course prior to the halfway point of the course will receive a prorated refund, less an administrative fee of not more than \$350.00.

Students withdrawing from a course after the halfway point of the course will not receive a refund. Courses and classes impacted by the novel coronavirus are not refundable.

Refund policy for avocational or discounted classes, courses, packages, or memberships:

Classes and courses where information is provided online will not be refunded once the details on how to access the online content has been shared with the student.

Students enrolled in avocational or discounted classes, courses, packages, or memberships can withdraw up to 7 days before the first instruction or information delivery is scheduled and receive a refund of no more than half the purchase price. After that students will not receive a refund.

Student Withdrawal Policy

Students wishing to withdraw from a course, class, or workshop must notify us in writing by letter at our office at 13 Columbia Drive Unit 3, Amherst, NH. The effective date of the withdrawal, used to calculate a prorated refund, if applicable, will be the postmark date or, if written notification is hand delivered, the date stamped on the letter by the administrator or instructor when they receive it. Electronic delivery is not accepted as a withdrawal notice.

All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations

Transferability Policy

All previous training or employment by C1M Photography will be evaluated and may be applied, at our discretion, to shorten the length of your course and/or reduce the cost of your course.

Limited Guarantee

We will always make every effort to meet the reasonable needs, requests, and expectations of our students. In fact, we will go out of our way to make students happy. However, there are sometimes circumstances beyond our control, including but not limited to weather conditions, equipment failure, and/or a mismatch between student skills and course level that may prevent students from achieving the results they hope to. (We will, of course, do our absolute best to guide students into the appropriate course, based on an assessment of their abilities, but we leave the ultimate choice of what course to register for in student hands.)

Media Policy

By enrolling in a course, class, or workshop with us, students consent to the use of their likeness in still photo or video format.

Errors and Omissions

We reserve the right to correct any errors or omissions with or without notice.

Student Grievance Policy

We do our best to accommodate our students and to make learning here an easy and enjoyable experience. Any student who has a grievance with the school should first discuss the problem with us. If a resolution is not reached, the student should submit their grievance in writing, requesting a written response. If we are still unable to reach a satisfactory resolution, the student may contact

NH Department of Education
Office of Career School Licensing
101 Pleasant St.
Concord, NH 03301
Phone: 603-271-6443