

Rhizome Studio 2026 Course & Workshop Policies

General Information

Instructor

Lena B. Ellis-Boatman, Artist-Owner of Rhizome Studio

Questions?

Please email Lena@rhizomeartstudio.com.

Accessibility of Possible Host Locations

- The Ypsi Art Supply (Y.A.S.) Classroom can be accessed from street level and has an ADA-accessible restroom.
- Rooms in Riverside Arts Center can be accessed from street level or stair-free via an elevator; an ADA-accessible restroom is available.
- Spaces in Dzanc House require participants to navigate 4 to 7 stairsteps from street level to reach the front porch or side porch. The restroom is not currently ADA accessible.
- Please use the registration form to state other accessibility needs, or email Lena@rhizomeartstudio.com.

Safety

Rhizome Studio courses and workshops involve using art supplies and tools, sometimes including sharp tools, heavy objects, printmaking presses, and substances which may irritate eyes, lungs, or skin. (I strive to use products with minimal toxicity and to minimize irritants, but some individuals may be sensitive to some substances.) Participants must sign a waiver. A parent/guardian must sign for any participant under age 18.

All participants will be trained in safety procedures specific to the course or workshop and are strongly encouraged to ask for help at any time, especially if they are unsure about the safest way to proceed.

About Your Instructor

Hi, I'm Lena! My pronouns are xé/xem (they/them is fine, too). I'm a printmaker, artist, and art educator. I love teaching. I earned my BFA degree in printmaking and painting from Bowling Green State University in Ohio, where I also studied art education. I later graduated from Michigan State University with my MFA degree in printmaking. You can check out my website: www.rhizomeartstudio.com or find me on Facebook: www.fb.com/rhizome.studio, on Instagram @rhizome.artstudio, and on Bluesky @rhizome-art-studio.

I'm an older millennial, white, and a member of the LGBTQ+ community. I believe compassion, open-hearted listening, a growth mindset, and fostering a sense of belonging are all essential in education and to being in community together.

I'm autistic (self-diagnosed), and I've taught many neurodiverse college students. I'm kind of an outdoorsy geek – I love hiking and kayaking, but also science fiction and reading. I think of myself like this: Art is my career, teaching is my passion, and writing stories is my not-so-secret obsession.

I love teaching. I see our studio classroom as a creative community where we all work together and support each other. It's my job to help you succeed at learning new things about art. (If you want to know more about my professional experience as an educator, you can find that information at the bottom of this document.)

Age Policy (Teens & Children)

Teens ages 14-17 are welcome to take most Rhizome Studio courses and workshops. Younger teens or tweens are welcome to register if they will be accompanied in class by an adult also taking the course/workshop.

Some Rhizome Studio courses/workshops may be listed for ages 12+; in those cases, young people ages 12-17 are welcome to take the course/workshop without an adult, and folks younger than age 12 are welcome to register with an adult also taking the course.

If your young person is under age 14, but they are mature for their age and feel comfortable taking a class where all the other students might be adults, we can discuss making an exception to the age policy for courses/workshops listed for ages 14+.

Registration & Payment

When you're ready to sign up, you'll fill out a registration form, which you can find linked on my website (www.rhizomeartstudio.com) or receive by emailing me at Lena@rhizomeartstudio.com. A 35% deposit (per participant) is due when you register. (You are, of course, also welcome to pay in full.) Once I receive your registration form, I'll email you an invoice.

If a workshop or course must be cancelled due to low enrollment (usually fewer than five participants), you'll receive a full refund minus a \$10 admin fee (admin fee is \$5 for workshops). Otherwise, your deposit is non-refundable.

The deposit is applied to your total, and the balance is due the date of the workshop, or on the first day of the course. (If that payment date for the balance would prevent you from taking a course, please contact me regarding an alternative payment plan.)

You may pay your deposit by cash, check, credit or debit card, PayPal Direct, or Venmo. You may pay your balance by any of the above. Checks should be made out to Rhizome Studio.

Price Tiers

To make art courses and workshops more accessible to more folks in our community, I offer price tiers. Here's what that looks like:

- Actual Price (100%) - Financially Secure
- Middle Price (70%) - Doing Okay

- Low Price (45%) - Struggling Financially
- Pay-it-Forward Price (110%) - Can Help Others

When you read the information and description for a course/workshop, you'll see the Actual Price listed. You can apply the percentages above to estimate the price for each tier. *Please note that I round up or down by a few dollars when billing to keep the math simple!*

To learn more about price tiers and using a sliding scale to decide how much you should pay, please check out [this resource](https://www.wortsandcunning.com/blog/sliding-scale?rq=green%20bottle) from Alexis J. Cunningfolk, who created the Green Bottle Method and graphic (<https://www.wortsandcunning.com/blog/sliding-scale?rq=green%20bottle>).

For most Rhizome Studio courses/workshops, **before** the registration minimum (usually five participants) has been reached, the following number of spots are available in each price tier:

- Middle Price spots: 3
- Low Price spots: 1

After the minimum number of people have registered and paid their deposits, there is no cap on Low Price or Middle Price spots (until the maximum number of participants has been reached).

If you register for a Middle Price or Low Price spot, but that tier is full (and the registration minimum hasn't been reached), you will be placed on a waitlist and will receive email updates about the status of the course/workshop. No deposit or payment is necessary to hold your place on the waitlist.

Discounts

For anyone paying the Actual Price for two or more participants to take a course, I offer a \$30 discount off the balance due on the first day of class. (Sorry, that discount does not apply to workshops or to any other price tiers.)

I occasionally offer coupons or coupon codes. You can apply those on the registration form, and I will adjust your tuition balance accordingly. Coupons, coupon codes, and discounts cannot be applied to course deposits.

Reduced-Cost Scholarships / Work Exchange / Barter

If you cannot afford the Low Price tier for a course or workshop you wish to take, please use the registration form to inquire about options for reduced-cost scholarships, reduced-cost work exchange, or barter. Availability of these options is limited and depends upon how many people enroll, as well as other factors.

Class Capacity, Waitlist & People Joining Later

If the minimum number of participants (usually five) have signed up and paid their deposits within a few days of the workshop date or first day of the course, the workshop/course will run, and additional participants may sign up until the workshop/course is full (usually 12 participants). If the workshop/course fills, a waitlist will be available. If open spots remain available after the first day of a course, anyone signing up late may opt to pay a prorated amount.

Cancellations & Refunds

If a would-be participant cancels before the first class (or workshop date), they forfeit their deposit. (If they paid in full prior to the workshop / first class, they will receive a refund of their total payment minus their deposit amount.) If a participant has started the course, but finds they need to withdraw due to emergency, health, or other unexpected circumstances, please contact me to discuss a possible partial refund.

If the instructor must cancel a workshop or class date due to illness, emergency, or inclement weather, a make-up date will be scheduled. If a student does not or cannot attend a class date, no refund will be issued.

Rhizome Studio Weather Cancellation Guidelines

Overview

Weather in Michigan can be intense – especially in the winter! – so we carry on as best we can, making our own judgment calls along the way.

I **do not** advocate that anybody drive, cycle, or walk in unsafe conditions! I **do not** want anybody to get frostbite while waiting for the bus!

Teaching our class is my job. I probably have a higher risk tolerance for commuting to work than you have for going to a class you're taking for fun and enjoyment.

As class participants, you have zero obligation to attend class in bad weather! Stay home if you judge it's unsafe to go out.

Please email me if you decide not to attend class on a day with questionable weather.

The Factors in Deciding Whether to Cancel a Class or Workshop:

- Safety!
- Potential difficulty of scheduling one or more make-up days
- Anyone who missed a day previously may fall further behind (and get frustrated or lose motivation, which negatively impacts their learning experience)
- Weighing this: Today's weather might not stop two-thirds of folks from attending class – while next week's weather might be a Level 2 Snow Emergency!
- How many days of class will end up getting canceled?

What Should Folks Do?

- **You** are the best judge of your own health and safety! If you judge that coming to class would be unsafe for you (given the weather, distance, time of day, mode of transportation, etc.), **then please stay home.** Period.
- If you won't be coming to class on a day with questionable weather, **please email me as soon as possible** to let me know.
 - Why? If enough people email me, I may cancel class after all or switch to virtual if possible.

How Will Participants Know if Class/Workshop Is Canceled?

- If I cancel, you will receive a cancellation email from me with **as much advance notice as possible.**

- For morning classes, that's ideally the night before, but at least one hour prior to class start time.
- For evening classes, that's ideally several hours in advance, but at least one hour prior to class start time.
- Please note that some severe weather develops very quickly, and I might need to send a last-minute cancellation email. In the event of a weather emergency such as tornadic activity, please trust your gut and stay safe!
- I typically arrive for our class (to set up) at least 30 minutes before class begins.
 - In the winter, that means I have to decide whether to cancel class absolutely no later than 45 minutes before our class starts, because that's when I would be putting on my coat.
 - During other times of year, it's possible I might cancel class after I've arrived at our class location, in the event of sudden severe weather.
- If enough people tell me they aren't coming to a given day of class, I may cancel that day's class or possibly switch it to a virtual meeting (if our planned activities can be done virtually).
 - In that case, you might receive a cancellation email from me later than expected, as I receive "I won't make it" emails from your classmates and weigh the options.
 - That's why I ask that you email me ASAP when you know you won't be coming to class on a day with questionable weather. Thanks!

When Will Class Be Canceled?

- In the event of a Tornado Warning, immediately seek shelter and forget about class!
- In the event of a Snow Emergency, class is automatically cancelled. (I will still email you.)
- If the location / organization / building where our class meets announces they are closed, then I will cancel our class.
- If Eastern Michigan University and/or Washtenaw Community College cancel classes **for the same time of day** as our class (due to weather), then I will cancel our class.
- Please **do not** rely on K-12 school closings to determine whether our class will meet.
- I will cancel class in the event of an ice storm or significant ice on the roads.
- I will cancel class if I judge travel is unsafe within two miles of our class location.
- I will cancel class in the event of a Tornado Watch (storm conditions could produce tornados) being in effect during our class's scheduled start time.
- I **might** cancel class in the event of a questionable incoming thunder- or windstorm.
- I **might** cancel class due to a Cold Weather or Wind Chill Advisory, depending on the level of danger and degree of wind chill.
- I **might** cancel class if two-thirds of participants email me saying they won't be coming.

When Will Class Be Held (Despite Bad Weather)?

- I will **not** cancel class in the event of a non-emergency snowstorm or heavy snowfall, unless I gauge that slow, cautious driving on city streets would be unsafe and ill-advised.
- I will **not** cancel class in the event of a non-emergency rainstorm or heavy rainfall, unless I gauge that slow, cautious driving on city streets would be unsafe and ill-advised.

- Please remember: I don't know where you'll be traveling from on any given day, or your mode of transportation, so I cannot gauge the safety of your commute to and from class. Only you can decide what's safe and appropriate for you.

What Happens if a Class/Workshop Gets Canceled?

- If a class/workshop must be canceled, I will schedule a make-up class or reschedule the workshop.
- If possible, the make-up class will be held on the same day of the week and at the same time as the usual class.
- If that's not possible, I'll do my best to work with everyone's schedules to find a good day and time for the make-up class.

Questions, Thoughts, or Concerns?

Please email me at Lena@rhizomeartstudio.com.

Lena's Professional Experience

Lena B. Ellis-Boatman is a printmaker, artist, and art educator. Lena loves teaching, and xé is passionate about teaching art. Lena earned xyr BFA degree in printmaking and painting from Bowling Green State University in Ohio, where xé also studied art education. Lena later graduated from Michigan State University with xyr MFA degree in printmaking.

Lena teaches studio art courses and workshops for a range of ages and skill levels. Xé has worked with teen artists and taught youth and adults at several arts nonprofits in Ohio and Michigan, including the Ann Arbor Art Center and Riverside Arts Center in Ypsilanti.

At the college level, Lena has taught studio foundations, printmaking, book arts, life drawing, and fiber arts courses at several institutions, including Michigan State University, the College for Creative Studies, and Washtenaw Community College.