

REGISTRATION FORM FOR ADULTS & CHILDREN'S CLASSES

Registrations received less than 7 days prior to class start date will be charged a \$10 Late Fee.
Payment is Due In-Full at Time of Registration.

I. Student Information

DATE: _____

Name: _____ E-mail: _____ (for class notifications)

Street Address: _____

City: _____ State: _____ ZIP: _____

Daytime #: _____ Evening #: _____ Cell #: _____

Parent/Guardian Name/ Signature (if student is under 18): _____

II. Class Information

Class Title: _____ Instructor: _____

Start / End Dates: _____ Day/Time: _____

For TAACCL Use Only (Volunteers and/or Staff should fill out this section when receiving payments)

III. Membership, Tuition & Payment Information

Current Member expiration date _____ Non-Member

(Membership Card must be presented at time of registration to receive discount)

Date Received _____ Received by _____

IF PAYMENT IS RECEIVED LESS THAN 7 DAYS BEFORE START DATE OF CLASS, ADD THE \$10 LATE FEE TO TUITION

Tuition Amount: \$ _____ Plus \$10 late Fee Total Tuition and Fees \$ _____

Cash amount _____

Check #: _____ (Please make checks payable to "TAACCL")

Credit Card type: MasterCard VISA Credit Card Account #: _____

Name as it appears on Card: _____ Expiration Date: _____

Card Holder Signature: _____

IV. Emergency Contact Information

Please list names of persons who may be called in case of illness or emergency.

CONTACT NAME: _____ PHONE #: _____

CONTACT NAME: _____ PHONE #: _____

FAMILY PHYSICIAN: _____ PHONE #: _____

For Minors: In case of emergency, I hereby authorize staff at The Arts Alliance Center to obtain immediate medical treatment from a qualified physician for my son/daughter _____.

SIGNATURE OF PARENT OR GUARDIAN: _____

Enrollment and Tuition Information

Classes:

- Classes meet once a week for 6 consecutive weeks (except some holidays). See class description for exact class dates.
- You must be registered for the full session to attend classes. No pro-rated or single class attendance will be offered.

Supplies:

- Students will need to provide their own supplies unless otherwise stated.
- Supply lists are available at The Arts Alliance Center or may be provided on the first day of class.

Tuition and Fees:

- Tuition and any other fees must be paid in full at the time of registration.
- To receive discounted tuition you must provide your membership card or employee ID at the time of registration.
- Individual, Student, and Senior memberships apply only to the individual member.
- Household level memberships and above apply to all members of the family residing in the household.

Registration:

PLEASE REGISTER EARLY.

**Classes with less than 5 students enrolled one week prior to the start date of the class,
WILL BE CANCELED.**

- **Pre-registration** - Students are strongly encouraged to enroll at least one week prior to the start date of their class to avoid Late Registration Fees.
- **Late Registration** - Any student enrolling less than one week prior to the start date of the class will be charged a late registration fee of \$10. (effective October 1, 2009)

Refunds:

All refund requests will be subject to the following guidelines:

- **Full- Refund** - will be provided for withdrawal 2 weeks prior to the start date of the class.
- **Half - Refund** - will be provided for withdrawal prior to the second class.
- **No Refund** - will be provided after the second class.

In the event of *class cancelation*, you may transfer your tuition payment to another class/class session; workshop or you may request a refund.