

# Art & Design Studio Of Rockland, Inc. Registration Form 2018-2019

**TUITION** All general art classes have a range of 5 to 13 students enrolled per class.

- **General Art - \$72 per month - 1 hour class per week**
- **General Art - \$134 per month - 2, one hour classes per week** (2 consecutive or 2 non-consecutive 1 hour classes per week)
- **General Art Teen/Adult- \$77 per month - 1¼ hour class per week**
- **General Art Teen/Adult/Fashion - \$87 per month - 1½ hour class per week**
- **General Art Teen/Adult - \$145 per month - 2½ hour classes per week**
- **Introductory 7 week General Art for Adults - \$164** for 7 consecutive weeks- 1 time (for new students only)
- **Computer one-to-one \$60 for 1/2 hour session, \$120 per hour 1 hour session-** Call to schedule a session.

**ENROLLMENT INFORMATION** We have on-going enrollment. Students are taught on an individual project basis, therefore they can start classes at any time. Tuition fees are prorated for students who start classes in the middle of the month. Students are encouraged to attend classes from sign-up through June. All payments are due by the first class of each month. Parents are asked to mail in or send in the tuition with their children. There will be a billing charge for late payments (checks not received by the 15<sup>th</sup> day of the month) and a \$30 returned check fee.

**DISCOUNTS** There is a 10% discount off the tuition for a 3rd sibling. There is a 5% discount off the tuition if you pay in full for our 10 months of classes (September through June).

**REGISTRATION FEE** A **non-refundable** registration fee (equal to 1 month of tuition) is required for each student and must accompany your completed registration form to ensure your position in the art class. If you attend classes from sign up through June, this fee will be credited to your June tuition. If you discontinue classes before June, this fee will be forfeited, and will not be applied to any other month's tuition, even if you stop classes for a month or more and re-enroll before June.

All students are required to submit this fee.

**MATERIALS** All students must pay a one time material fee of \$85 for 1 or 1¼ hr classes or \$145 for 2 or 2½ hr classes. We prorate the material fee from March through June. Adult students enrolled in the 7 week session may bring their own supplies or may pay a \$30 fee per session for the use of our materials. A maximum of 6 canvas boards (for use only in class) will be offered to each student paying the full material fee. Adults who bring their own materials and do not pay our material fee will be responsible to bring their own materials, linseed oil, paper towels and photocopies/prints.

**MAKE-UP CLASSES** Two make-up classes are available for students who miss their art classes (within a 5 month period). There will be no refunds for missed classes. Pro-rating and refunds are not given for student absences. The school cannot guarantee that students will be able to make-up all their missed classes. Make-up classes can only be taken within the enrollment period (sign up through June) and should be taken within two weeks after the missed class. Make-up classes will not be offered to students who are no longer enrolled. We offer 1 make-up class for adults enrolled in the 7 week session and must be taken within the 7 week session. Make-up classes are arranged by email only. If you scheduled a make-up class and did not attend, we consider it taken. A notice of the cancellation of classes, due to severe weather conditions, will be emailed to you. We do not offer make-up classes for this type of closure.

**CANCELLATION POLICY** **Payment is due regardless of attendance.** If you stop sending your child to class without informing the school in writing that he/she no longer wishes to attend classes you will be responsible for that month's tuition even if your child never came to class that month. Art & Design Studio of Rockland must be **notified in writing**, at least one week prior to the month you wish to discontinue classes, otherwise we will assume you are still enrolled and tuition will be due until we are notified in writing. You must get a receipt from the studio to confirm our receiving your cancellation letter. If you discontinue classes in the middle of a month, you are responsible for that month's tuition regardless of attendance.

We will not, under any circumstances, apply the registration fee to any month other than June.

The studio reserves the right to cancel classes because of insufficient enrollment.

Student's name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  Adult Home phone # \_\_\_\_\_

Father's name \_\_\_\_\_ cel # \_\_\_\_\_ Business # \_\_\_\_\_ Business name \_\_\_\_\_

Mother's name \_\_\_\_\_ cel # \_\_\_\_\_ Business # \_\_\_\_\_ Business name \_\_\_\_\_

Home Address Street \_\_\_\_\_ Apt #. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address of parent/adult student \_\_\_\_\_ Attended studio for these years \_\_\_\_\_

1st choice (day & time of class) \_\_\_\_\_ 2nd choice (day & time of class) \_\_\_\_\_

Does your child have any special needs we should be aware of? Please explain \_\_\_\_\_

**Alternate emergency contact:** Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Phone \_\_\_\_\_

Please enroll the student named above in Art & Design Studio of Rockland, Inc. I have read this form and the studio brochure, and I understand and accept all Art & Design Studio of Rockland, Inc. rules and enrollment conditions.

Print name of adult responsible for tuition payments

Signature of adult responsible for tuition payments

Date

Please enclose the registration fee (1 month of tuition) to assure your place in the class. If you attend classes in June, this non-refundable fee will be credited as your June payment (not applied to any other month). Tuition will be due by the first class of each month.

Make checks payable to: Art & Design Studio of Rockland • Sign, date and mail this form with the registration fee to address below.

**Keep the copy for your records. Submit the complete form signed and dated.**

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