

# Armory Studio Policies

## Registration Information

- Registration for all classes is available online or by using the registration form in this catalog beginning **Wednesday, August 1, 2018 at 10:00 am.**
- Requests to hold spaces cannot be accepted under any circumstances. Paper registrations will be processed on a first come, first served basis. They can be mailed or dropped off at the front office from 12-5 pm, Mondays through Fridays. You will receive an email confirmation once registration is completed.

## Refunds

- A FULL refund minus a \$15 processing fee *per class* will be granted for withdrawals made in writing to registrar@armoryarts.org two weeks prior to the start of the class.

• **Fee for class changes: A \$15 fee applies to all class changes. Changes may only be made within the current session. All changes must be submitted in writing to registrar@armoryarts.org.**

- A 50% refund will be granted for withdrawals made in writing to registrar@armoryarts.org between two weeks prior to the beginning of the session and the second class meeting.
- No refunds will be granted after the second class.
- Classes with insufficient enrollment will be canceled. If the Armory cancels a class prior to the first meeting, a full refund or credit will be issued in the original form of payment.
- Allow up to two billing cycles for all refunds to appear on credit card statements and up to four weeks for refund checks to be issued.
- Refunds requested 120 days after purchase date will be issued by check.

## Armory Class Policies

- If a student misses a class, we cannot provide a make-up session, refund or credit for that missed class.
- Parents/guardians must sign children ages 3-11 in and out of each class with the **classroom teacher.**
- No supervision of children provided before or after classes. Early drop-offs and late pick-ups prohibited.
- Enrollment is nontransferable.
- Please provide a note to the teacher when your child will be dropped off or picked up by someone other than a parent.
- The Armory reserves the right to change, withdraw, limit class size, or modify class content, art projects, or faculty at any time.

- The Armory reserves the right to remove, at any time, any participant whose conduct is deemed detrimental in any way.
- The Armory is not liable for personal injury or loss, theft, or damage of personal property.
- The Armory designs class curriculum for specific age ranges. We kindly request that age limits be respected.

## Armory Photography

- The Armory photographs and digitally records students in our Studio program. These photos and videos are for non-commercial, educational purposes, including promotion of Armory programs. By being present during these activities, you and/or your child consent to the use of your/their appearance and likeness by the Armory Center for the Arts and its licensees, designers, or assignees, in all media, worldwide, in perpetuity.

## Tuition Assistance/Discounts

- Tuition is listed in each class section.
- Armory members receive a 10% discount on class tuition. **See page 18 for a description of member benefits.**
- Seniors over age 60 receive a 10% discount on their adult class tuition. Contact our Registrar, Julienne, at registrar@armoryarts.org or 626.792.5101 ext.121 to receive a Senior discount code prior to registration.
- Senior Armory members receive a 20% discount on their adult class tuition.
- Tuition assistance is awarded based on income level. Spaces are limited in each class. Tuition assistance spaces are first come, first served. Applications are also available online at armoryarts.org/studio, and are processed faster than paper applications. Tuition assistance will not be credited retroactively. **See all tuition assistance policies on page 29.**

## En Español

Las inscripciones para las clases comienzan el **Miércoles, 1 de Agosto, 2018.** Para más información, llame al 626.792.5101 x121.



# Fall 2018 Registration Form

This form can be mailed, faxed, or brought to the Armory's front office during the Registrar's office hours (Mondays-Fridays, 12-5 pm). You will receive an email confirmation once registration is completed. Register on-line at [armoryarts.org/studio](http://armoryarts.org/studio). **Online registrations are processed in real time and receive priority seating for all classes.** Questions? Contact our registrar, Julienne, at 626.792.5101 x121 or registrar@armoryarts.org.

**Armory Center for the Arts**  
145 N. Raymond Ave., Pasadena, CA 91103  
Tel. 626.792.5101 x121 Fax: 626.449.0139

\_\_\_\_\_  
Today's Date

**Check One:**  I am registering my child  I am an adult student

\_\_\_\_\_  
**Parent/Guardian or Adult Student Name** Relationship to Child (if applicable)  
*(enter child's name on next page)*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Primary E-mail (this will be your Armory household email)

( ) - ( ) - ( ) -  
Home Work Mobile

\_\_\_\_\_  
Child's School (if applicable) Child's School District (if applicable)

I previously made a studio registration account online under the name \_\_\_\_\_

## Emergency Information

**In the event I cannot be reached at the above phone number(s), I authorize the following individual(s):**

( ) - ( ) -  
\_\_\_\_\_  
Name Primary Phone Cell Relationship to Student

( ) - ( ) -  
\_\_\_\_\_  
Name Primary Phone Cell Relationship to Student

If the person(s) named above cannot be reached, I authorize a representative of the Armory to give my consent to any emergency treatment, transportation and/or hospital care which a licensed physician may deem necessary. I further understand that all costs of paramedic transportation, hospitalization, examination, x-ray, or related treatment provided in relation to this authorization shall be paid by the undersigned.

## Any Special needs/allergies?

Name of student: \_\_\_\_\_

Special Need/Allergy: \_\_\_\_\_

Continues  
on next page

## Fall 2018 Registration Form (continued)

### Select Classes

For each student being registered, please fill in the first box with the **class number and name** of your first choice. Second and third choices should be placed in the next boxes. If your first choice is full you'll automatically be placed in your second choice, etc.

Student's Name		Age	D.O.B.	Gender
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Student's Name		Age	D.O.B.	Gender
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Student's Name		Age	D.O.B.	Gender
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		

### Add a Membership

Add an Armory Membership now and receive 10% off now. (**Please Note:** \$60 *Individual* membership good for 10% off adult classes **only**. 10% off classes for the whole family begins at the \$100 Family Level membership. **See page 18 for all membership levels and benefits.**)

\$60 Individual  
  \$100 Family  
  \$250  
  \$500  
  \$1,000  
  \$2,500

### Existing Members

I'm already a member at this level:  
  Individual  
  Family or higher

### Make A Payment & Accept Armory Policies

*Visa, Master Card, American Express, or checks payable to Armory Center for the Arts. Please do not mail cash.*

Tuition: \$ \_\_\_\_\_

Materials: \$ \_\_\_\_\_

Membership: \$ \_\_\_\_\_

Awarded Tuition Assistance: \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

VISA  
  MC  
  AMEX  
  CHECK

Card Number \_\_\_\_\_ Exp. \_\_\_\_\_ Security Code \_\_\_\_\_

All students involved in the Studio Program shall be deemed to have waived all claims during or by reason of the program or activities. By signing below, I acknowledge that I have read and I accept all of the Armory's Policies in this course catalog:

Parent or Adult Student Signature (required for enrollment)

You will receive an email confirmation once your registration is received and processed.

Registration Form

# Tuition Assistance Form

Tuition assistance application is also integrated into the online registration system at **armoryarts.org/studio**. If you are applying/registering online, you do **not** need to submit this paper form.

**Tuition assistance spots are limited.  
Early application strongly encouraged.**

Armory Center for the Arts  
145 North Raymond Avenue  
Pasadena, CA 91103

## For Armory Use Only

Date Submitted: \_\_\_\_\_

% Eligibility: \_\_\_\_\_

### 1. Contact Information

Check all that apply:

- Student?  
 Parent?  
 Guardian?

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

( \_\_\_\_\_ )

)

—

( \_\_\_\_\_ )

—

( \_\_\_\_\_ )

—

Home

Work

Cell

E-mail (your award letter will be emailed to this address) \_\_\_\_\_

### 2. Household Information

List names and ages of all children and adults for whom you are requesting financial aid. Include yourself if you want financial aid for yourself in addition to your family members.

Name \_\_\_\_\_

Age \_\_\_\_\_

Name \_\_\_\_\_

Age \_\_\_\_\_

Name \_\_\_\_\_

Age \_\_\_\_\_

Name \_\_\_\_\_

Age \_\_\_\_\_

### 3. Required Documents

Only submit documentation listed below. Pay stubs or other documents are not accepted.

• Attach a copy of the **first page of your most recent income tax return (1040 form)** indicating total annual income.

- Also attach one of the following documents:
- CalFresh (SNAP) Certification Letter
  - Healthy Way LA Acceptance Letter
  - Medi-Cal Acceptance Letter
  - WIC Acceptance Letter
  - Welfare Acceptance Letter

Continues  
on next page 



#### 4. Tuition Assistance Eligibility Guidelines

Maximum Annual Income (as found on line 22 of your 1040 tax form)

# of Dependents (as noted on tax return)	90% Financial Aid	50% Financial Aid
ONE	\$ 13,600	\$ 22,050
TWO	\$ 18,500	\$ 30,240
THREE	\$ 23,000	\$ 36,000
FOUR	\$ 27,900	\$ 45,580
FIVE	\$ 32,500	\$ 49,680
SIX	\$ 37,500	\$ 54,570
SEVEN	\$ 42,000	\$ 57,780
EIGHT OR MORE	\$ 43,000	\$ 71,000

#### 5. Policies

• **Please allow 1 week for processing.**

- The requested information is required in order to help us determine your eligibility.
- All information is confidential.
- No class registrations accepted prior to approval. Tuition Assistance will not be credited retroactively.
- Tuition Assistance is not a guarantee of enrollment; we encourage prompt registration.
- Maximum annual financial aid per student is 90% of the total cost of two Army courses. All students are required to pay at least 10% of total fees for each Army course plus materials fees.
- Financial aid must be used within one year of initial approval.
- Maximum of 2 Tuition Assistance spots available per class.
- You will need to submit a new application each year.
- Tuition assistance is awarded based on income level.
- The Army keeps your application filed for one year from the date of your acceptance letter.
- The Army does not discriminate against any applicant because of race, creed, color, religion, sex, national origin, ancestry, age, sexual orientation, or ability. Nor does it discriminate on the basis of an individual's physical or mental ability or because of a person's veteran status.

#### 6. Eligibility Worksheet (To be completed with application)

- 6a. Have you read through the income eligibility requirements and policies?
- Yes. Proceed to section 6b.
- No. Please review the above requirements and policies below before submitting form.
- 6b. Are you submitting your tax return (1040) face sheet?
- Yes. Indicate amount on line 22 \_\_\_\_\_ and line 6D \_\_\_\_\_ on the 1040, then proceed to section 6c.
- No. Proceed to section 6d below.
- 6c. Review your 1040. Does your income fall within the above income eligibility guidelines?
- Yes. Please sign and submit form to Army registrar.
- No. Sorry, you do not qualify for financial aid.
- 6d. Are you including your tax return **and** one of the approved documents listed in section 3?
- Yes. Please sign and submit form to Army registrar.
- No. Please review above requirements before submitting form.

#### 7. Signature and Authorization

Please sign to complete application and to affirm that all information and documents are accurate and authentic. By signing you authorize the Army to verify the validity of all information and forms supplied by you and that you have read and accept all policies listed above in section 5.

Applicant Signature

Date

Thanks to donor and endowment support, the Army is able to offer tuition assistance to participants in its tuition-based programs. Please allow one week for processing. Thank you.

Tuition Assistance Form