

# ▶ Spring 2012 Registration Form

Return registration form **no earlier than January 25** to:

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

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

\_\_\_\_\_  
Parent or Adult Student's Name

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

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

\_\_\_\_\_  
School

\_\_\_\_\_  
School District

*check this box if you've taken an Armory class before*



( ) —  
Home

( ) —  
Work

( ) —  
Cell

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Ethnicity (optional, requested for grant purposes only)

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

\_\_\_\_\_  
Name

( ) —  
Primary Phone

( ) —  
Cell

*or a representative of the Armory, if the person named above cannot be reached, 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.*

\_\_\_\_\_  
My Child's Health Insurance

\_\_\_\_\_  
Plan Number

( ) —  
Phone

\_\_\_\_\_  
Any special needs or health problems?

*If you don't have health insurance for your child, initial here:* \_\_\_\_\_



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For each student being registered, please fill in the first box with the class number 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	DOB	Sex
<input type="text"/>	<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	DOB	Sex
<input type="text"/>	<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	DOB	Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you need a tuition assistance application? Yes  No

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

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

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

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

MC  VISA \_\_\_\_\_ Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

*All students involved in the Studio Program shall be deemed to have waived all claims against the Armory Center for the Arts for injury, accident, illness, or death occurring during or by reason of the program or activities.*

Date Processed: \_\_\_\_\_

*Unless I have indicated otherwise, I accept all of the **Armory's Policies**.*

\_\_\_\_\_  
Parent Signature (required for enrollment)

\_\_\_\_\_  
Student Signature if 14 and older (required for enrollment)

## ▶ Armory Studio Policies

### Tuition/Tuition Assistance

- Tuition is listed in each class section.
- Armory members (individual level & up) receive a 10% discount on all class tuition.
- Seniors over age 60 receive a 10% discount on their adult class tuition. Senior Armory members receive a 20% discount on their adult class tuition.
- Tuition assistance is awarded based on income level and the availability of funds. Applications can be printed out from our website (armoryarts.org) or are available in the Armory's front office. **Please submit tuition assistance applications 6 weeks prior to registration.** When using tuition assistance, you must present an award letter to use funds for registration. Tuition assistance will not be credited retroactively.

### Registration Information

- Register for classes by mail, fax, in person, or online starting **January 25, 2012**. No registration can be accepted by phone or email.
- On-line registration will begin at **10 am on January 25, 2012**.
- Please mail in your registration with a check or credit card number. Faxed registrations can only be accepted when paying with a Mastercard or Visa. In all cases a signed registration form is required by the first day of class.
- Registration forms will be processed in the order they are received.
- Please have all forms completely filled out and signed. In case of a full class, be sure to have 1st and 2nd choices indicated on your form.
- Class spaces are held only for registrants who have paid in full.
- The Armory accepts payment in cash, check, Mastercard and Visa. Make checks payable to: Armory Center for the Arts.

### Refunds

- To withdraw from a class and receive a full refund, the request must be made at least two weeks prior to the beginning of the session. The Armory will retain a \$15 processing fee per class.

- A 50% refund will be granted for withdrawals made between two weeks prior to the beginning of the session and the beginning of the second class. No refunds will be granted after the second class.

- No refunds for Art High registrations.

- Classes with insufficient enrollment will be canceled. If the Armory cancels a class before the first meeting, a full refund will be issued automatically. Allow up to two billing cycles for refunds to appear on credit card statements and up to four weeks for refund checks to be issued.

- When making a change to a class a student is already enrolled in, we will charge a \$15 fee for schedule adjustments. All changes must be submitted in writing, either in person, by fax, or via email.

### Armory Class Policies

- Make-up classes and credit for missed classes are not available.

- Please know that no supervision of children is provided before or after classes. We ask that you arrive promptly in the Studio.

- For parents who are early dropping off or late picking up their child, the Armory will charge a fee of \$1.00 for the first five minutes. An additional \$1.00 per minute will be charged thereafter.

- 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 substitute faculty when necessary.

- The Armory designs class curriculum for specific age ranges. We kindly request that age limits be respected.

### Armory Photography

- The Armory photographs 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, designees, or assignees, in all media, worldwide, in perpetuity.

### En Español

Las inscripciones para las clases comienzan el 25 de Enero, 2012. Para más información, llame al 626.792.5101 x121.