

# SUMMER 2017 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.

## RETURN REGISTRATION FORM NO EARLIER THAN 3/15/17

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**  
*(enter child's name on next page)*

\_\_\_\_\_  
Relationship to Child (if applicable)

\_\_\_\_\_  
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 that 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?

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

\_\_\_\_\_

\_\_\_\_\_

**SUMMER 2017 REGISTRATION FORM (CONTINUED)**

For each student being registered, please indicate a week/session number (if applicable), the **class number and name** of your first and second class choice (if applicable). If your first choice is full, you'll automatically be placed in your second choice.

STUDENT'S NAME	AGE	D.O.B.	GENDER
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	

STUDENT'S NAME	AGE	D.O.B.	GENDER
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	
Week <input type="text"/>	1st Choice   Class Number + Class Name <input type="text"/>	2nd Choice   Class Number + Class Name <input type="text"/>	

**ADD A MEMBERSHIP**

Add an Armory Membership now and receive 10% off now. \$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 33 for all membership levels and rewards.

\$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     MC     AMEX     CHECK

Make checks payable to Armory Center for the Arts. Please do not mail cash.

TUITION: \$ \_\_\_\_\_

MATERIALS: \$ \_\_\_\_\_

MEMBERSHIP: \$ \_\_\_\_\_

AWARDED TUITION ASSISTANCE: \$ \_\_\_\_\_  
If applicable. Please provide tuition assistance acceptance letter in person.

TOTAL ENCLOSED: \$ \_\_\_\_\_

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

All students 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 along with your password once your registration is received and processed.

# TUITION ASSISTANCE FORM

Tuition assistance application is also integrated into the online class registration system at [armoryarts.org/studio](http://armoryarts.org/studio). If you are applying/registering online, you do not need to submit this paper form.

**RETURN THIS APPLICATION AT LEAST ONE WEEK PRIOR TO REGISTRATION DEADLINE:**

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. Paystubs 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

#### 4. TUITION ASSISTANCE ELIGIBILITY GUIDELINES

MAXIMUM ANNUAL INCOME (AS FOUND ON LINE 22 OF YOUR 1040 TAX FORM)

HOUSEHOLD SIZE	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. ELIGIBILITY WORKSHEET (TO BE COMPLETED WITH APPLICATION)

- 5a. Have you read through the income eligibility requirements and policies?
- Yes. Proceed to section 5b.  
 No. Please review the above requirements and policies below before submitting form.
- 5b. 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 5c.  
 No. Proceed to section 5d below.
- 5c. Review your 1040. Does your income fall within the above income eligibility guidelines?
- Yes. Please sign and submit form to Armory registrar.  
 No. Sorry, you do not qualify for financial aid.
- 5d. Are you including one of the approved documents listed in section 3?
- Yes. Please sign and submit form to Armory registrar.  
 No. Please review above requirements before submitting form.

#### 6. 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 will be accepted prior to approval.
- Maximum annual financial aid per student is 90% of the total cost of two Armory courses.
- All students are required to pay at least 10% of total fees for each Armory course plus materials fees.
- Financial aid must be used within one year of initial approval.
- You will need to submit a new application each year.
- Tuition assistance is awarded based on income level.
- The Armory will keep your application on file for one year from the date of your acceptance letter.
- Tuition Assistance is not a guarantee of enrollment; we encourage prompt registration.
- The Armory 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.

#### 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 Armory 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 6.

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Applicant Signature

Date

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

# ARMORY STUDIO POLICIES

## REGISTRATION INFORMATION

- Registration for all classes is available online or by using the registration form in this catalog beginning March 15, 2017 at 10 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.
- Our Summer program is designed to accommodate your busy schedule. Due to the overwhelming popularity of our Summer classes, early registration is highly recommended.

## REFUNDS

- A FULL refund minus a \$15 processing fee will be granted for withdrawals made in writing to registrar@armoryarts.org before two weeks prior to the start of the class.
- 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.
- **Fee for class changes. A \$15 fee applies to all class changes. All changes must be submitted in writing to registrar@armoryarts.org.**

- No refunds for Art High registration fees.
- Classes with insufficient enrollment will be canceled and registration fees refunded in the original form of payment. If the Armory cancels a class before the first meeting, a full refund or credit will be issued.
- 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

- Make-up classes, refunds and credit for missed classes are not available.
- 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 withdraw, 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 33 for a description of member benefits.
- 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. Spaces are limited in each class. Applications are also available and will be processed faster online at armoryarts.org. Tuition assistance will not be credited retroactively. See all tuition assistance policies on page 37-38.

## ARMORY SUMMER POLICIES

- Please note that no supervision of children is provided before 8:30am or after 4pm.
- During the summer session, we provide staff supervised breaks only if your children are enrolled in consecutive classes. Sack lunches, snacks, and drinks must be provided from home. We ask that you arrive promptly in the Studio.
- As a courtesy, the Armory provides a daily sign-in and sign-out form in the main lobby. Please leave the best number to reach a parent or caregiver directly each day when signing in. If your child will be dropped off or picked up by someone other than a parent, please write their name and phone number on the sign-in sheet.
- If your child is going to be absent, it is not necessary to call.

## EN ESPAÑOL

Las inscripciones para las clases comienzan el 15 de Marzo, 2017. Para más información, llame al (626) 792.5101 x121.



*B. B. B. B. B.*