

registration information

Tuition/Tuition Assistance

1. Tuition is listed in each class section.
2. Armory members (individual level and above) receive a **10% discount** on all class tuition.
3. 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.
4. Tuition assistance is awarded based on income level and the availability of funds. Please request an application from our registrar at 626.792.5101 x121 or print it from our web site. We encourage you to 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

1. Register for Armory classes by mail, fax, in person, or online* starting **March 18, 2009**.
2. 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.
3. Registration forms will be processed in the order they are received.
4. Please have all forms completely filled out and signed. If you do not want to be wait listed for a full class, be sure to have 1st and 2nd choices indicated on your form.
5. Class spaces are held only for registrants who have paid in full.
6. The Armory accepts payment in cash, check, Mastercard and Visa. Make checks payable to: Armory Center for the Arts.
7. **For registration information, please call 626.792.5101 x121**

* Online registration is available for some classes. Check our website for details. www.armoryarts.org

Refunds

1. 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.
2. 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.*
3. 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.
4. When making a change to a class a student is already enrolled in, we will charge a \$15 fee for schedule adjustments.

Armory Class Policies

1. Make-up classes and credit for missed classes are not available.
2. Please know that no supervision of children is provided before 8:30 a.m. or after 4 p.m. During the summer session, we provide staff supervised breaks only if children are enrolled in consecutive classes. We ask that you arrive promptly in the Studio.
3. 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.
4. Please provide a note to the teacher when your child will be dropped off or picked up by someone other than a parent.
5. During Summer programs children ages 3-11 must be signed-in and -out by a parent or caregiver.
6. The Armory reserves the right to substitute faculty when necessary.
7. The Armory designs class curriculum for specific age ranges. We kindly request that age limits be respected.

summer 2009 registration form

Return registration form to (no earlier than March 18):

Armory Center for the Arts

145 N. Raymond Avenue, Pasadena, California 91103

Tel 626.792.5101 x121 Fax 626.449.0139

www.armoryarts.org

Today's Date

Parent/ Adult Student's Name

Relationship to student

Address

City

State

Zip Code

School

School District

check here if you have taken an Armory class before

Home Phone (area code)

Work Phone (area code)

Cell Phone (area code)

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 (area code)

Cell Phone (area code)

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 (area code)

Any special needs or health problems?

_____ If you don't have health insurance for your child, initial here

 (please complete form on the back)

summer 2009 registration form

For each student being registered, please fill in the first boxes with the class information of your first choice. A second choice should be placed in the last box. If your first choice is full you'll automatically be placed in your second choice. If there is only a first choice listed and that class is full the student will be placed on the waiting list.

	Age	DOB / /	Sex F M
Student name			
Week #	1st Choice Number & Name	2nd Choice Number & Name	
Week #	1st Choice Number & Name	2nd Choice Number & Name	
Week #	1st Choice Number & Name	2nd Choice Number & Name	
Week #	1st Choice Number & Name	2nd Choice Number & Name	

	Age	DOB / /	Sex F M
Student name			
Week #	1st Choice Number & Name	2nd Choice Number & Name	
Week #	1st Choice Number & Name	2nd Choice Number & Name	
Week #	1st Choice Number & Name	2nd Choice Number & Name	
Week #	1st Choice Number & Name	2nd Choice Number & Name	

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 its activities.

Unless I have indicated otherwise, I accept all of the Program Policies listed on this document.

Parent Signature (required for enrollment)

Student Signature if 14 and older (required for enrollment)

date processed

armory center for the arts membership

Support art education in our community and enjoy the benefits of Armory Membership!

As an Armory Member you help bring the power of art to tens of thousands of children each year in schools, parks, libraries, community centers, and neighborhoods in Pasadena and throughout Southern California.

Membership entitles you to special benefits, including a 10% discount on Armory class tuition, birthday parties, and much more.

Add a membership donation on your registration form when you sign up for a class. Not taking a class this session ... simply send us the form on the other side of this page with your donation.

The Armory Center for the Arts is a not-for-profit organization, and contributions are tax-deductible.

Membership Categories and Benefits

\$60 Individual

- 10% discount on studio classes for individual member only
- Free or discounted admission to events at the Armory
- Subscription to the Armory quarterly Calendar
- Discount on Armory publications
- Invitation to Annual Benefit and special events

\$100 Family

- 10% discount on studio classes for the entire family
- 10% off birthday parties and celebrations
- Free or discounted admission to events at the Armory
- Subscription to the Armory quarterly Calendar
- Discount on Armory publications
- Invitation to Annual Benefit and special events

\$250 Gallery Circle

- All of the benefits listed above
- Armory Desk Calendar
- Limited edition print created by Art High letterpress students

\$500 Studio Circle

- All of the benefits listed above
- Armory Gallery exhibition DVD

\$1,000 Curator's Circle

- All of the benefits listed above
- Armory Apron
- Invitation to exhibition previews
- One free Studio class for child or adult
- Use of Mezzanine or Community Room for your special event (for up to 50 people)

Ask us about our higher level memberships. For more information about Armory membership, call 626.792.5101 x118.

armory center for the arts membership form

Please mail to: 145 North Raymond Avenue, Pasadena, CA 91103

name _____ telephone _____ e-mail _____
address _____ city _____ state _____ zip _____

Payment Methods:

check: Please make checks payable to Armory Center for the Arts

charge: Mastercard Visa Credit Card No. _____ Exp. Date _____

amount: \$60 \$100 \$250 \$500 \$1,000 other

Membership dues are tax-deductible to the full extent allowed by law. The Armory's federal tax id number is 95-2907884.

You can increase the value of your membership if your company matches the charitable gifts of its employees. Please check with your company's public relations or personnel office.

There are great volunteer opportunities at the Armory. If you are interested in volunteering, mark this box.

Support

Armory programs are made possible through the generosity of:

The Allequash Foundation, The Annenberg Foundation, E.A. and M.L.A. Burke Foundation, California Arts Council, Institute for Museum and Library Services, Los Angeles County Arts Commission, Los Angeles County Board of Supervisors Michael D. Antonovich, Pasadena Arts & Culture Commission, Pasadena Cultural Affairs Commission, Pasadena Department of Public Works, Pasadena Human Services and Recreation, Pasadena Water and Power, Pasadena Unified School District

The Ahmanson Foundation, The Allequash Foundation, The Annenberg Foundation, Bank of America Foundation, E.A. and M.L.A. Burke Foundation, Michael J. Connell Foundation, The Eisner Foundation, The Thelma Pearl Howard Foundation, Gesner-Johnson Family Foundation, Getty Foundation, Rowe and Gayle Giesen Trust, Clarence E. Heller Charitable Foundation, Rose Hills Foundation, The James Irvine Foundation, Fletcher Jones Foundation, Junior League of Pasadena, W.M. Keck Foundation, B.C. McCabe Foundation, Lluella Morey Murphey Foundation, National Charity League of San Marino, The Ralph M. Parsons Foundation, Pasadena Art Alliance, Pasadena Arts League, Pasadena Community Foundation, Ann Peppers Foundation, The Seaver Institute, Dwight Stuart Youth Foundation, Surdna Foundation, The Wallace Foundation, Andy Warhol Foundation,

Avery Dennison Foundation, Employees Community Fund of Boeing California, John Caldwell Design, The Capital Group Companies, Inc., Carlson Industries, Inc., Chapman & Associates Foundation, Hot Topic Foundation, Lululemon Athletica, Macy's Foundation, One Colorado, Ovation TV, Sony Pictures Entertainment, Target Stores, Vroman's Bookstore, Washington Mutual Foundation, Wells Fargo Private Client Services Pasadena Office, Wells Fargo Foundation, Western Asset Management, Whole Foods Market

These programs are also made possible by the generous support of our Board of Directors, members, and individual donors. Special thanks to the National Charity League Ticktockers for their invaluable volunteer efforts in this program.

Armory Photography

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

Parking

The city parking structure just north of the Armory on Raymond offers ninety minutes free parking. At St. Andrew Church, limited free parking is available for Armory patrons on the northeast corner of Walnut and Raymond. Obtain a permit from the Armory prior to parking in this lot.

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.