

(please print out registration form and complete)

# richmond art center

## class registration

Session: SU  F  W  SP  Date \_\_\_\_\_

Please fill out the following information (please print):

Name (Adult) \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

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

Name (Child) \_\_\_\_\_ Age \_\_\_\_\_

My child has special needs, please contact me to discuss.

Phone (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_

Email \_\_\_\_\_

Class No.	Class Title	Amount

Payment Method: discount (if any) \_\_\_\_\_  
 Cash  Check # \_\_\_\_\_ Total \$ \_\_\_\_\_

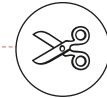
Visa  MC  AmEx # \_\_\_\_\_ Exp \_\_\_\_\_

Early Bird Discount  Richmond Resident

Signature \_\_\_\_\_

By enrolling in a Richmond Art Center (RAC) class, I agree to all RAC class policies. Unless permission is refused in writing, it is understood that the RAC may photograph me or my artwork and reproduce the photographs on printed matter or our website for the purposes of documentation and promotion.

**LIABILITY RELEASE:** It is understood that, by enrolling in a class, the student agrees to indemnify and hold the Richmond Art Center (RAC) harmless and release the RAC, its officers, employees and agents from any and all liability for any injury and arising out of or in any way connected with participation in the activity.



**REGISTER BY MAIL:** Send a check payable to Richmond Art Center for the amount due and include class number and daytime phone number.

**REGISTER BY PHONE:** Use your Visa, MasterCard, or American Express. **IN PERSON:** Tuesday through Saturday 1-5 pm.

Your check or credit card payment is your confirmation. Space cannot be reserved until tuition is received.

For all classes and workshops, it is best to register one week in advance of the start date. This advance registration helps us to secure an accurate count of those interested in participating, allowing us to know if we have our required minimum enrollment to run the class/workshop.

**Richmond residents are eligible for a 5% discount on all classes and workshops. EARLY BIRD DISCOUNT** Register two weeks before classes begin and receive a 5% discount.

### SCHOLARSHIPS

Some partial scholarships are available. Come in or call 510.620.6772 for an application.

*Becas Disponibles. Para mas información en español, llame al 510.620.6936.*

Scholarship deadline is two weeks before classes begin.

### MEMBERSHIP OPTIONS

Senior	\$35	\$100 and up	Patron
Individual	\$45	\$250 and up	Sponsor
Artist	\$50	\$500 and up	Benefactor
Family	\$60	\$1000 and up	Major Benefactor

### ATTENTION PARENTS

Teens 16 and older may also enroll in adult classes. Children are encouraged to "dress for mess" for art classes.

Security rules require that you come into the Art Center to drop off and pick up your child.

### PLEASE NOTE

Adult fees do not cover tool or supply costs unless otherwise indicated. Children's class fees include all supplies. While encouraging student involvement in the arts, RAC facilities are not intended to substitute for a craftsman's studio to produce commercial work for sale. Lectures or demonstrations will not be repeated in case of student tardiness or absence. Students must enter at the rear studio entrance on 25th Street. Doors will be locked at 8:00 pm during evening classes.

### REFUND AND CLASS CANCELLATION POLICY

Classes and workshops may be cancelled four working days before the first meeting if minimum enrollment is not reached.

When a class is canceled, students will receive a refund. If a student drops a class at least five working days before the first meeting the class fee minus a \$15 service charge will be refunded. If a request is made by the third week for full classes and the first week for half-classes, a partial refund minus a \$15 service charge will be granted.

### STUDENT CONDUCT

The RAC's mission is to provide the public with a positive, creative experience. It is every participant's responsibility to be friendly, helpful, and courteous at all times. Consequently, the following are not allowed: uncooperative or disrespectful behavior toward an instructor; student, staff member or RAC visitor; improper physical interaction or verbal address of others; behavior creating a hazard to persons, personal property, or RAC property; possession or use of drugs or alcohol; intoxicated or drugged state of behavior; possession of weapons.

For the RAC to fulfill its goal of providing a positive educational environment, all students should immediately inform their instructor, or education staff, of any situation that hinders their learning experience. If a student engages in inappropriate behavior, a review by the Education Director will determine the student's standing. An instructor or staff member may ask a student to leave the premises pending review if inappropriate behavior warrants such action. If a student is asked to leave, a continued presence constitutes trespassing.