

**NASSAU COUNTY MUSEUM OF ART  
 ART SCHOOL REGISTRATION FORM**

- Enrollment Limits –** Registration is based on a first come/first served basis. Student Limits are as follows: Adult classes 20; Young Artist Program (**YAP**) classes 13; Portfolio Preparation classes 10.
- Transfers –** Requests to transfer to another course or section are subject to a \$20 processing fee and must be made prior to the second class date.
- Student Absences –** Please check your calendar for all class dates before registering. Students who are absent will **not** receive a refund or art school credit but should contact the instructor to discuss make-up options. *Unless other arrangements are agreed upon with the instructor, all make-ups will be held during Intersession.*
- Processing fees –** A \$25 processing fee will be charged to cover the cost of any returned checks or declined credit or debit cards
- Cancelled Courses –** NCMA reserves the right to cancel any class due to insufficient registration! In this case a full refund, in the original form of payment, will be issued to any students enrolled in the cancelled class
- Cancelled Registration –** Any students who choose to cancel a class registration prior to the first meeting will be subject to a \$20 handling fee. No refund will be issued after the first class for any reason!

**In the event of inclement weather or instructor absence, classes will be cancelled. They will be rescheduled during Intersession.**

**NCMA Members are eligible for a \$15 discount per course. Contact the Membership Office to check your membership status or to join.**

I HAVE REVIEWED THE REGISTRATION POLICY ABOVE AND AGREE TO ITS TERMS AND CONDITIONS

Registering for 20\_\_\_\_:    **WINTER**        **SPRING**        **SUMMER**        **FALL**

**(ALL INFORMATION REQUIRED – PLEASE PRINT)**

**Student's Name** \_\_\_\_\_

**Daytime Phone #** \_\_\_\_\_                      **Email Address** \_\_\_\_\_

**Street Address** \_\_\_\_\_

\_\_\_\_\_

Adult             Under 18: Age \_\_\_\_\_, Guardian(s) \_\_\_\_\_

New Student (first class at NCMA)             Returning Student

Member     Non-Member

**\*\*\*model/materials fees are separate and must be paid directly to instructor**

**Course #/Name** \_\_\_\_\_                      **Fee** \_\_\_\_\_

**Course #/Name** \_\_\_\_\_                      **Fee** \_\_\_\_\_

**Course #/Name** \_\_\_\_\_                      **Fee** \_\_\_\_\_

**Payment:**     Check (**enclosed**)  
 Amex             Visa                       Mastercard

*(Last 3 digits on back of card)*

**Card #**                      **CVV#**

**Name As It Appears On Card** \_\_\_\_\_                      **Expiration Date** \_\_\_\_\_