

NASSAU COUNTY MUSEUM OF ART – ART SCHOOL REGISTRATION POLICY AND FORM

- Enrollment Limits –** Registration is based on a first come/first served basis. Unless otherwise noted, student limits are as follows: Adult Classes 20; Young Artist Program (YAP) Classes 13; Portfolio Preparation Classes 10. **Should a class not obtain 6 registrants by the first scheduled class date, it will be canceled.**
- 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 –** Each class runs once a week for 10 weeks. 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.
- Processing fees –** A \$2 handling fee is applied to online registrations; a \$25 processing fee will be charged to cover the cost of 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 Intercession.

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 _____