

Brentwood Art Center Registration

Student Name _____

I am a new student returning student ID# _____

Home Address _____

City _____ Zip _____

Home ☎ _____ Daytime ☎ _____

Cellular ☎ _____ Email _____

How did you hear about Brentwood Art Center? _____

Emergency Contact _____ Relationship _____

Home ☎ _____ Daytime ☎ _____

Financially Responsible Party (if different than student) _____

Billing Address (if different from Home Address) _____

City _____ Zip _____

ADDITIONAL INFORMATION NEEDED FOR A CHILD

Age, if under 18 _____ Birthdate _____ Male Female

Name of Parent/Guardian #1 _____

Home ☎ _____ Daytime ☎ _____

Cellular ☎ _____ Email _____

Name of Parent/Guardian #2 _____

Home ☎ _____ Daytime ☎ _____

Cellular ☎ _____ Email _____

Please enroll me in the following classes:

1. Age/Level _____ Class Title _____

Day _____ Time _____ Tuition _____

2. Age/Level _____ Class Title _____

Day _____ Time _____ Tuition _____

Method of Payment: Check (payable to Friends of the Brentwood Art Center) AMEX Visa Master Card \$ _____

Account #: _____ Exp. Date: _____ Security Code: _____

● Publicity Release: I give permission for any quotes, images or likenesses of me or my child and/or our artwork to be used for Brentwood Art Center publicity purposes including but not limited to newsletters, brochures, websites and videos.

● I have read, understand and agree to the Student Policies on the following page.

● Signature _____ Date _____

Registration: In the Schedule of Classes, all courses are grouped by media and level of experience. Students 16 years and older may also enroll in adult, as well as teen, classes. For students new to the Center, who are registering for an advanced or intermediate class, we suggest scheduling an appointment with the instructor to review their artwork.

Students may register in person or by telephone, fax or mail. Registration is ongoing and continues until classes are fully enrolled. Priority registration is offered for a limited period to current students for the upcoming semester. Early registration is suggested.

Payment: For Session Classes, full tuition is due at the time of enrollment. For Continuing Classes, the full first month's tuition is due at time of enrollment, and at the first of each month thereafter.

Tuition may be paid by cash, personal check, American Express, VISA or MasterCard. Please make checks payable to: Friends of the Brentwood Art Center, 13031 Montana Avenue, Los Angeles, CA 90049-4891. A \$20 fee will be charged for all returned checks.

Continuing (Month-to-Month) Classes: All courses are Continuing Classes with the exception of Session Classes (see below for description). Continuing Classes run month-to-month through the end of the Spring semester. Students may enroll in Continuing Classes at any time during the year, space and curriculum permitting.

The tuition listed by each class is based on a four-week month and is adjusted during months with holidays or a varying number of weeks. Students are billed prior to each new month, with tuition being due by the first of that month. Please see below for Cancellation and Refund Policy.

Session Classes: Session Classes run for a specific number of weeks. Students enroll for the entire course and tuition is due at time of enrollment. As there is limited space in each class, early registration is suggested. All Summer classes are Session Classes.

Cancellation and Refund Policy: For Continuing Classes, students or parents of children wishing to withdraw must notify the office at least one week prior to the beginning of a new month in order to avoid incurring new tuition charges. Refunds are not possible after the first of the month if a student withdraws within that month.

For Session Classes, if a student or parent cancels within at least four business days prior to the first class, the Center will refund the full tuition, minus the non-refundable, non-transferable deposit. Further refunds are prorated as follows: 80% of tuition if cancelled four business days prior to the second meeting; 70% of tuition if cancelled within four business days prior to the third class meeting. No refunds are possible thereafter. In all refund instances, including Day Camps, a minimum of the non-refundable, non-transferable deposit will be retained.

Absence & Make Up Policy: Our goal is to give each student the opportunity to make up a missed class. Please read this policy carefully and understand we are trying to accommodate your needs as well as our program. Adult and teen students must notify the front desk at least 24 hours in advance of an absence in order to be credited with a make-up. In the event of a child's illness, a parent can notify the morning of the class. Notification of an absence for a Monday class may be left on the school voicemail on Sunday. Only a currently enrolled student may take a make-up class. A make-up class is an opportunity to try a new teacher or class, and can only be taken in a different class, other than the one you are currently enrolled. Ability to sit in a class will depend on space and curriculum. You must have the skill level & supplies for a make up class. All make-ups expire after one year.

Non-Discrimination Policy: The Brentwood Art Center admits students of any race, color, religion, national origin, ethnic origin and sexual preference to all the rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs, and athletic and other school-administered programs.

Our students, staff and faculty include a diverse population, embracing a variety of traditions, and the Brentwood Art Center recognizes the importance of each individual's beliefs and convictions. Due to our policy of non-discrimination, we maintain an academic calendar that includes a limited number of holiday closures. We extend our make-up policy to any student who is unable to attend class due to the observance of a religious or cultural holiday, provided we receive 24 hours notice, as we do to any student who provides this notice of an absence for any reason. For further information, please review our "Absence and Class Make-up Policy" above.