

INSPIRE! Studio of the Arts

Registration Form: FOR CLASSES, CAMPS & WORKSHOPS DUPLICATE AS NEEDED • ONE STUDENT PER FORM

STUDENT'S NAME _____

SCHOOL PRESENTLY ATTENDING/EMPLOYER _____

HOME ADDRESS: STREET _____

PARENT GUARDIAN NAME 1 _____

HOME ADDRESS: CITY/ZIP _____

PHONE: CELL PHONE: WORK _____

PHONE: HOME _____

EMPLOYER _____

PHONE: CELL PHONE: WORK _____

PARENT GUARDIAN NAME 2 _____

EMAIL _____

PHONE: CELL PHONE: WORK _____

BIRTHDATE _____

EMPLOYER _____

EMERGENCY CONTACT _____

COURSE NUMBER	COURSE TITLE	TUITION/ FEE	WINTER SESSION

Tuition/Fee Due: \$ _____
Discount/Credit:* (\$ _____)
TOTAL \$ _____

PAYMENT

Payment IN FULL is due with registration. Checks payable to INSPIRE!

Mail to:

Inspire! Studio of the Arts LLC • 53 North Main Street, Jacobus, PA 17407

PayPal:

Debit and Credit payments may be made by using Pay pal account:

Inspire06@comcast.net

Registration Guidelines & Policies

FOR CLASSES, CAMPS & WORKSHOPS

REGISTRATION DEADLINE & DISCOUNTS

Students must register at least two weeks prior to the start of the semester. Late enrollments are accepted on a space-available basis only and are also subject to instructor/ program director approval. Tuition will not be prorated for late enrollments approved after the first class.

WAYS TO REGISTER

- Mail or In Person @ **Inspire! Studio of the Arts, 53 North Main Street, Jacobus, PA 17407**

A student may register for multiple classes/camps/workshops on the same registration form (one form per student).

PAYMENT INFORMATION

Inspire charges a non-refundable registration fee of \$10 per class/camp/workshop, which is already included in the tuition cost. Students register for a full semester and payment in full is required at the time of registration. To inquire about a payment plan, please contact Curt Sipe or Cindy Steele.

CONFIRMATION

We do NOT send out registration confirmations. If you would like a written confirmation, include a self-addressed stamped envelope with your registration form. If you have been waitlisted or if there is a problem, we will notify you.

WAIT LIST POLICY

Registrations are processed in the order received. In some cases, students may be waitlisted due to enrollment limits. You will be contacted if you are waitlisted due to the unavailability of a class. ***There is no charge for this service.*** Should space become available you will be notified.

CLASS/CAMP/WORKSHOP REFUND POLICY

Cancellations—Programs must meet minimum enrollment. Full tuition refunds or credits are given if INSPPIRE cancels a program.

Withdrawals—Upon receipt of a written request prior to the first class/camp/workshop, office staff will determine your eligibility for refunds or credits as follows:

- At least 2 weeks prior to first class/camp/workshop: Full tuition refund less \$10 non-refundable registration fee PLUS \$20 processing fee per class/camp/workshop.
- 2 weeks before through first day of class/camp/workshop: 50% tuition credit less \$10 non-refundable registration fee PLUS \$20 processing fee per class/camp/workshop. (Credit valid up to 1 year from date of receipt of withdrawal letter.)
- After the first class/camp/workshop: No refunds or credits are given.

ABSENCES As a courtesy to your teacher, please notify the office in advance of absence. A make-up lesson/class is scheduled if the missed session is due to teacher absence. If a missed private lesson is due to student absence, a make-up is scheduled at the teacher's discretion. Missed classes/camps/workshops due to student absence are not made up.

PHOTO RELEASE POLICY

From time to time INSPPIRE takes photographs of students and/or artwork for possible use in our publications (print & e-mail), exhibitions and on our website, and for funding, development, and public relations purposes. No compensation is provided to individuals who appear in the photographs or for artwork used.

NON-DISCRIMINATION POLICY INSPPIRE admits students of any race, color, national and ethnic origin. It does not discriminate on the basis of race, sex, color or national origin in its educational, admission and financial aid policies or programs.

SPECIAL NEEDS/ACCESS

If you or your child has any special needs, please contact the office. INSPPIRE is committed to accommodating differences so that the arts are accessible to all.

CHILD SAFETY

To ensure your child's safety, please be sure to pick him/her up promptly after class/camp/lesson. Children waiting in INSPPIRE lobbies before and/or after their class/camp/lesson are NOT supervised. Children are under supervision during their instruction time only. Neither teachers nor administrative staff is responsible for supervising children outside of teaching time.

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53 North Main Street, Jacobus, PA 17407

- Curt Sipe 717- 495-4536 • Cindy Steele 717- 779-8018