



REGISTRATION POLICIES

ADVANCE REGISTRATION IS NECESSARY TO TAKE OUR CLASSES

REGISTRATION: Registration for classes is on a first-come, first-served basis. Phone and fax registrations can be made with MasterCard or VISA (either debit or credit cards). You may also register in person during office hours (M - F 9am- 5pm) or by mailing the form with your payment to: The Arts Castle, 190 West Winter St., Delaware, Ohio 43015.

CLASS CANCELLATIONS: Early registration helps insure that classes will run. Registration continues until classes are filled or the registration deadline passes. We may accept registrations after the published deadline for classes that have met our minimum registration requirements. The Arts Castle reserves the right to cancel classes if the need arises; you will be notified if your class must be cancelled.

INCLEMENT WEATHER

Class cancellations due to inclement weather will be announced on radio stations 610 WTVN (AM) and Sunny 95 WSNY (AM/FM) and on TV channels 4, 6 and 10.

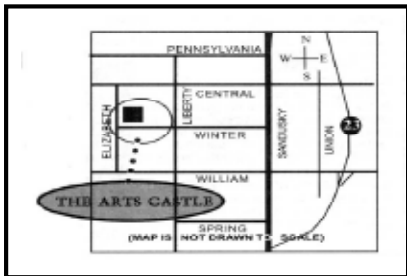
Schools may be closed but we may be open (or vice versa.) Check to be sure.

STUDENT ART: Except by special request, student artwork will not be retained past the end of the quarter. Ceramic artwork must be removed by the posted deadline.

SCHOLARSHIPS/ SENIOR DISCOUNT: Scholarships are available for students who qualify, based on financial need. Applications are available at The Arts Castle; please see inside front cover for application deadline. Senior citizens (65+) are eligible to pay the member fee.

PARTICIPANT WAIVER: By registering, you hereby grant and give this organization and its partner organizations the right to use your photograph or your child's photograph or image with or without your name or your child's name, both singly and in conjunction with other persons or objects, for any and all purposes including, but not limited to, private or public presentations, advertising, publicity, and promotion.

Also, you hereby, for yourself, your heirs, executors, and administrators, waive and release any and all rights and claims for damages you or your child may have against this organization and its partner organizations, representatives, successors, and assigns for any and all injuries suffered by yourself or your child during any activity sponsored by these groups.



REFUND POLICY: For cancellations up to the close of business on the registration deadline, a \$10 processing fee is retained. A refund of 50% of the course fee will be given if a student withdraws before 2 business days prior to the first day of the course. Due to contractual obligations, The Arts Castle will be unable to refund class fees after this time. Fees may not be carried over to the next session. Class credit will not be given.

REGISTRATION FORM



ADULT NAME OR PARENT NAME

DAY TELEPHONE NUMBER

ADDRESS

EVENING TELEPHONE NUMBER

CITY

STATE

ZIP

CELL TELEPHONE NUMBER

CHILD'S NAME

AGE

EMAIL ADDRESS

NOTE ANY ALLERGIES, MEDICAL CONDITIONS, OR IF YOU NEED WHEELCHAIR ACCESS OR ACCOMMODATION OF OTHER SPECIAL NEEDS*

**The Arts Castle's main level is handicapped accessible. We encourage the involvement of children and adults with special needs; we do our best to ensure that our students with mobility challenges are accommodated in classrooms on the main level. Please let us know of any special needs or health conditions at registration so that we can prepare for your arrival.*

___ MEMBER/SENIOR DISCOUNT (AGE 65+)

___ NON-MEMBER

BECOME A MEMBER & SAVE!

<i>Individual</i>	<i>Family</i>	<i>Honor Roll</i>
\$40	\$50	\$100

CLASS #

CLASS NAME

DAY/TIME

FEE

CLASS #

CLASS NAME

DAY/TIME

FEE

CLASS #

CLASS NAME

DAY/TIME

FEE

PAYMENT: We accept cash, checks payable to The Arts Castle, Visa, or Mastercard.

SUBTOTAL _____

MAIL TO: The Arts Castle, 190 West Winter Street, Delaware, OH 43015

MEMBERSHIP (OPTIONAL) _____

TOTAL ENCLOSED _____

CREDIT CARD PAYMENT INFORMATION

CARD NUMBER

EXPIRES

SIGNATURE