

# REGISTRATION FORM

Name : \_\_\_\_\_ Parent (if minor): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (eve): \_\_\_\_\_ Email: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Title of Class	Age (children)	Day	Time	Cost
1 _____				
2 _____				
3 _____				

Member of PAA \_\_\_\_\_ Non Member \_\_\_\_\_ New Member with Registration (\$50 Single; \$75 Family) \_\_\_\_\_

**Payment:**  Check (make payable to Prairie Art Alliance)  Cash  Visa  MasterCard  Discover TOTAL \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ VIN #:(back of card) \_ \_ \_

Signature: \_\_\_\_\_ (required for Credit Card payment only)

Mail Payment to: Prairie Art Alliance - 420 S. 6<sup>th</sup> St. - Springfield, IL 62701

Credit Card Registration by phone: (217) 544-2787 Fax registration with credit card payment to: (217) 544-4035

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## REGISTRATION AND CLASS POLICIES:

- Registration may be done by mail or in person and is due **10 DAYS prior to class start date or 30 DAYS prior to visiting artist workshop start date.**
- You will be notified if a class/workshop is cancelled. If you do not receive a call, the class/workshop will be held. You may call our office for verification.
- DUE TO CLASS SIZE LIMITATIONS, PRE-REGISTRATION IS MANDATORY.
- Payment is required at the time of registration. Registration may be made by phone with Visa, MasterCard, or Discover.
- Prairie Art Alliance reserves the right to cancel classes/workshops with insufficient enrollment. Credit Cards & Checks will NOT be processed until class reaches minimum enrollment. All credit card numbers are destroyed after processing. Non-cashed checks for cancelled classes are destroyed in our office, unless otherwise requested.
- Prairie Art Alliance does not offer make-up classes/workshops for time missed by individual students.
- Discounted fees are available for Prairie Art Alliance members. Membership dues vary depending upon the level and benefits.
- REFUNDS: **Classes:** 100% of class fees refunded with 15 or more days notice, prior to the start of class. 75% of class fees refunded with 7-14 days notice prior to the start of class. 50% of class fees refunded with 6 or less days notice. No refunds after the start of the class.
- **Visiting/Guest Artist Workshops:** A non-refundable deposit of \$100.00 is required at time of registration. However, if the Prairie Art Alliance cancels the workshop this deposit will be returned in full.