



# Registration & Admission

Winter 2011

Admission is open to everyone. Advanced registration is required and early enrollment is advised to reserve a space in each class and to avoid possible cancellation. A class will be cancelled if minimum enrollment is not met 3 days prior to the class beginning. Several classes have pre-requisites. Please read course descriptions carefully.

**PAYMENT** Full payment must accompany the registration form and is required to hold your space in class. Registration and payment may be done in person, by mail, fax or over the phone. Tuition can be paid by check or credit card (Mastercard, Visa and American Express accepted). Please note that there is a \$28 fee on all returned checks.

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Name of Parent/Guardian Age of child (if student is under 18)

\_\_\_\_\_  
 Day Telephone Evening Telephone

\_\_\_\_\_  
 Street Address City State Zip

\_\_\_\_\_  
 Email Address Date

Course Name	Tuition	Fees	Total
<b>Total</b>			_____

\_\_\_\_\_  
 Account Number Visa Mastercard American Express Exp Date

\_\_\_\_\_  
 Cardholder's Name Cardholder's Signature

## Class Policies & Procedures

**INCLEMENT WEATHER POLICY** If Howard County public schools are closed due to inclement weather, Columbia Art Center will not hold daytime adult classes or any youth classes. For information regarding adult afternoon/evening classes and weekend classes, call 410-730-0075.

**DISCOUNTS** Individuals who live or work full-time on Columbia Association assessed property pay the discounted "Resident" tuition for classes. All others must pay the "Non-Resident" tuition. Access to CA facilities and programs may be denied to a Columbia Resident (member or non-member) whose property is the subject of a covenant violation referred to the Architectural Resource Committee for Action.

**SUPPLIES** Adult students are responsible for purchasing their own materials for most classes. Refer to course description for clarification or call Columbia Art Center for additional information. Supplies lists, if needed, will be given to you at the time of your registration.

**CANCELLATION & TUITION REFUNDS** Columbia Art Center reserves the right to cancel any class for any reason. In the event Columbia Art Center must cancel a class, refund of tuition is guaranteed. Tuition cannot be credited, prorated or refunded after the first day of class. No prorated tuitions will be given; full tuition is required. If you have questions about the content or focus of a class, contact Columbia Art Center before the class begins.

**ZERO TOLERANCE POLICY** Columbia Art Center has a zero tolerance policy for class disruption and physical/verbal aggression towards staff, instructors, students and visitors. Any type of aggressive or abusive behavior may be grounds for removal from Columbia Art Center. Columbia Art Center reserves the right to suspend or terminate class participation and usage of Columbia Art Center for inappropriate or abusive behavior or class disruption. No credits or refunds will be granted.