

Student Policies

REGISTRATION

In the Schedule of Classes, adult courses are grouped by media and level of experience while children's courses and camps are grouped by age. Students 16 years and older may also enroll in adult classes. We suggest that students new to the Center, who are planning to enroll in intermediate or advanced classes, schedule an appointment to review their artwork with the appropriate instructor when registering.

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. Through August 10, 2007, a \$100 non-refundable, non-transferable deposit reserves space in each class at the time of enrollment. Thereafter, full tuition is due if enrolling in a session class or, if enrolling in a continuing class, a \$100 non-refundable, non-transferable deposit or the first month's tuition, whichever is greater, is due at the time of enrollment.

PAYMENT

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

CONTINUING CLASSES

All courses are continuing classes with the exception of session classes (see below). Continuing classes begin the week of September 17, 2007 and continue through June 15, 2008. 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. Students or parents of children wishing to withdraw from class 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.

SESSION CLASSES

Session classes, which are marked with an asterisk (*) in the Schedule of Classes, run for a specific number of weeks. These classes are paid for in advance, and the student enrolls for the entire course.



Cancellation and Refund Policy: The Center will refund all monies paid for session classes, except the non-refundable, non-transferable deposit, if a student cancels at least four business days prior to the first class meeting; 80% of the tuition will be refunded if cancellation occurs at least four business days prior to the second class meeting; 70% of the tuition will be refunded if cancellation occurs at least four business days prior to the third class meeting. No refunds are possible thereafter. In all refund instances, a minimum of the non-refundable, non-transferable deposit will be retained.

ABSENCES AND MAKE-UP CLASSES

Refunds or credit cannot be given in the case of absences and in no event may missed classes be deducted from tuition payment. However, students who notify the office, not the instructor, 24 hours or more in advance of an absence will receive a make-up class as a courtesy. Unforeseen circumstances that prevent students from giving 24-hour notice cannot be accommodated.

Students may use make-ups in appropriate alternate classes, excluding the class(es) they are enrolled in, space and curriculum permitting. Only enrolled students who are currently attending classes may schedule and attend make-ups. Make-ups expire six months from the date of the original absence and must be scheduled with the office, not the instructor. If a make-up class is scheduled but not attended nor canceled with a minimum of 24 hours notice, the make-up is then forfeited.

The Center reserves the right to change its calendar, withdraw a class, modify curriculum or substitute instructors at any time. There will be no refunds for classes in the event of teacher substitution due to illness or other circumstances.

The Center also reserves the right to require the withdrawal of any student whose conduct is deemed detrimental to other students, faculty or staff.

Brentwood Art Center

Student Name _____

I am a new student returning student First Middle Last ID# _____

Home Address _____

City _____ Zip _____

Home (____) _____ Business (____) _____

Cellular (____) _____ Email _____

How did you hear about the Brentwood Art Center? _____

ADDITIONAL INFORMATION NEEDED FOR A CHILD

Age, if under 18 _____ Birthdate _____ Male Female

Father's Name _____

Home (____) _____ Business (____) _____

Cellular (____) _____ Email _____

Mother's Name _____

Home (____) _____ Business (____) _____

Cellular (____) _____ Email _____

Financially Responsible Party _____ Relationship _____

Billing Address (if different from home address) _____

City _____ Zip _____

Emergency Contact _____ Relationship _____

Home (____) _____ Business (____) _____

Physician's Name _____ Phone (____) _____

In the event of an emergency and if I or my emergency contacts cannot be reached, I give the Brentwood Art Center permission to authorize any medical treatment deemed necessary by the attending physician.

Signature _____

(Adult student or parent/legal guardian of child student)

Please enroll me in the following classes:

1. Age/Level _____ Class Title _____

Day _____ Time _____ Tuition _____

2. Age/Level _____ Class Title _____

Day _____ Time _____ Tuition _____

Through August 10, 2007, a \$100 non-refundable deposit reserves space in each Fall class at the time of enrollment. Thereafter, full or remaining tuition for session classes and/or the first month's tuition for continuing month-to-month classes is due at the time of registration.

Method of Payment: Check AMEX VISA MasterCard \$ _____

Account No. _____ Expiration Date _____

● I have read, understand and agree to the Student Policies and, if paying by credit card, I authorize charging the amount shown to my card:

● Signature _____ Date _____