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**Step 1** - Save the file to your desktop (File → Save As...)

**Step 2** – Fill in form

**Step 3** - Save the file (File → Save...)

**Step 4** – Email completed form to [enroll@BrentwoodArt.com](mailto:enroll@BrentwoodArt.com)

# Student Policies

## REGISTRATION

In the Schedule of Classes, adult courses are grouped by media and level of experience while children's courses are grouped by age and day of week. 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 December 10, 2011 for Winter classes and February 10, 2012 for Spring classes, a \$100 non-refundable, non-transferable deposit reserves space in each class at the time of enrollment. After December 10 and February 10, full or remaining tuition is due if enrolling in a Winter or Spring session class, respectively, and/or the first month's tuition if enrolling in a continuing month-to-month class.

## 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 returned checks.

## CONTINUING CLASSES

All courses are continuing classes with the exception of session classes (see below). Continuing classes begin September 19, 2011 and continue through June 9, 2012. 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.

## ABSENCE AND MAKE-UP POLICY

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 makeup class as a courtesy. Unforeseen circumstances that prevent students from giving 24-hour notice cannot be accommodated. (No make-ups are available for Day Camps).

Students may use make-ups in appropriate alternate classes, excluding the class(es) they are enrolled in, space, curriculum, and ability permitting. Students who are currently attending classes have priority to schedule and attend "gold" make-ups. If a gold make-up class is scheduled but not attended nor canceled with a minimum of 24 hours notice, the make-up is then forfeited. If you are not currently enrolled, you may call 24 hours before the start of a class to schedule a "silver" make-up; there are no cancellations for silver make-ups and, if one is scheduled but not attended, the make-up is then forfeited. Make-ups expire one year from the date of the original absence and must be scheduled with the office, not the instructor.

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: Winter/Spring 2012

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? \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Home (\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_) \_\_\_\_\_

Financially Responsible Party (if different than student) \_\_\_\_\_ Relationship \_\_\_\_\_

Billing Address (if different from home address) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

I would like to receive an envelope with my invoice that can be used to return payment.

I am interested in automatic payment. Please notify me about this option.

### 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 \_\_\_\_\_

### Please enroll me in the following classes:

1. Age/Level \_\_\_\_\_ Class Title \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_ Tuition \_\_\_\_\_

2. Age/Level \_\_\_\_\_ Class Title \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_ Tuition \_\_\_\_\_

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Method of Payment:  Check  AMEX  VISA  MC \$ \_\_\_\_\_

Account No. \_\_\_\_\_ Sec. Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Publicity release: I give permission for any quotes, images or likenesses of me or my child and/or our artwork to be used for Brentwood Art Center publicity purposes including but not limited to newsletters, brochures, websites and videos.

I have read, understand and agree to the Student Policies on page 4 and, if paying by credit card, I authorize charging the amount shown to my card.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dear Brentwood Art Center Student,

Many of our students have requested automatic payment via their credit cards each month.

If you would like us to automatically bill your card each month, please sign the authorization below, and fax it or mail it back to us. Thank you.

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Student I.D. Number

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Student Name

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Billing Address

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Credit Card Number

Expiration Date

Security Code

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Name on Credit Card

I authorize the automatic charging each month of Brentwood Art Center tuition to my credit card by Brentwood Art Center.

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Sign Here

1:  Yes, I would like a copy of my bill mid-month so that I may review the charges AND you can charge the balance due on the 25<sup>th</sup> of each month.

No, I do not need a copy of my bill.

2:  Yes, I would like a copy of my credit card receipt.

No, I do not need a copy of my credit card receipt.