

Spruill Center for the Arts

2009 Educational Jewelry Symposium Registration Form

By completing this form, I agree to comply with all Spruill Center policies and procedures as listed on the back of this registration form.

- *No refunds, cancellations, or transfers will be processed after October 19, 2009 (sorry, no exceptions)
- *Fees will not be pro-rated for any reason.

First Name _____ M.I. _____ Last Name _____

Street Address _____

Paying by Credit Care? Be sure that the address & zip code match your billing address exactly.

City _____ State _____ Zip _____

Day Phone (____) ____-____ Eve Phone (____) ____-____ Cell Phone (____) ____-____

E-mail Address _____

If you would like to receive an email receipt, please be sure to provide your email address.

MAIL	FAX	DROP OFF
Spruill Center Registration Office	A SIGNED registration form to	Room 19, The Education Center.
5339 Chamblee Dunwoody Rd	770.394.6179, payment by CREDIT	Outside office hours, utilize the padlocked
Atlanta, GA 30338	CARD ONLY.	drop box.

Membership

- I am currently a member I would like to buy/renew a membership at the following level:
 \$20 senior (65+) \$30 Individual \$100 Donor \$250 Contributor \$500 Patron

Code	Course Title & Instructor	Date	Day	Time	Fee
SYMPOSIUM WORKSHOPS					
094SWJE100	HOLLOWFORMS IN FUSED METALS with Lena Marie Echelle	11/3/2009	Tuesday	10:00 AM - 4:30 PM	<input type="checkbox"/> \$220 Member <input type="checkbox"/> \$240 Non-member
094SWJE200	DESIGNING JEWELRY WITH FLAIR with Kate Rothra Fleming	11/4/2009	Wednesday	10:00 AM - 4:30 PM	<input type="checkbox"/> \$220 Member <input type="checkbox"/> \$240 Non-member
094SWJE300	STUDIO SECRETS with Janice Ho	11/5/2009	Thursday	10:00 AM - 4:30 PM	<input type="checkbox"/> \$220 Member <input type="checkbox"/> \$240 Non-member
094SWJE400	A LITTLE COLOR: POLYMER CLAY with Mary & Lou Ann	11/8/2009	Sunday	10:00 AM - 4:30 PM	<input type="checkbox"/> \$220 Member <input type="checkbox"/> \$240 Non-member

- CHECK:** # _____ \$30 fee for returned checks. Do not staple.
 CREDIT: VISA, MC, DISC ONLY _____

Print your name as it appears on the credit card:

Cardholder Signature:

x _____

Card # □□□□-□□□□-□□□□-□□□□ Exp Dt □□/□□/□□ CVV# □□□*

(3 digit code on back of card)

* The credit card number will be removed and destroyed once the registration is paid in full.

Total Lab Fees <small>(Workshops \$8 each)</small>	1- <input type="checkbox"/> \$8 2- <input type="checkbox"/> \$16 3- <input type="checkbox"/> \$24 4- <input type="checkbox"/> \$32
Total Course Fees	
Membership	
Grand Total	

IMPORTANT REGISTRATION INFORMATION

HOW TO REGISTER:

Complete the Registration form, print clearly and submit with payment.

Fax, mail, or drop off at The Registration Office. Please visit www.spruillarts.org to view our upcoming course schedule. Registration is accepted so long as seats are available, the registration deadline has not passed, all pre-requisites have been met, and the class is not cancelled. Incomplete forms will not be processed.

Spaces will not be reserved without a registration form and/or payment.

WHERE TO FIND THE REGISTRATION FORM:

- 1) In the paper catalog,
- 2) www.spruillarts.org,
- 3) SCA registration desk, outside room 19 of the education center.

HOW CAN I PAY?

Credit Card- VISA, Mastercard, Discover only.

We DO NOT ACCEPT American Express.

The CVV# MUST BE PROVIDED.

Registration forms MUST be signed for your registration to be processed.

Check- Mail or Drop off.

DO NOT staple checks.

DO NOT fax a registration form without payment.

Cash payments are accepted by drop off only.

DO NOT MAIL CASH.

OFFICE HOURS:

Monday through Thursday 9:00am-7:00pm

Friday 9:00am-5:00pm

Most Saturdays 9:00am-12:00 noon

CLOSED SUNDAYS

Information for the Spruill Gallery, call 770.394.4019

RELEASE FORMS:

Release forms are REQUIRED for: CERAMICS, GLASS, JEWELRY, and SCULPTURE classes. Students under 18 MUST also provide a parent/ guardian signature. Forms are available online, in the registration office, and at the first class session.

Mail:

Spruill Education Center

Registration Office

5339 Chamblee Dunwoody Road,

Atlanta, GA 30338

PHONE 770.394.3447 X 0, Fax 770.394.6179

Walk in:

Room 19 at the Education Center.

Outside office hours, utilize the red and green, padlocked drop box outside room 19.

COURSE CHANGES, CANCELLATIONS, and TRANSFERS

Initiated by the STUDENT:

Course changes or cancellations MUST be confirmed by an employee of the registration office at least two (2) weeks (October 19, 2009) prior to the start of class.

- A PARTIAL REFUND is available up to two (2) weeks before the first class as all student changes and cancellations will incur an administrative fee of \$20.
- No refunds, transfers, and cancellations will be processed beyond the registration deadline.
- In case of emergency, refunds may be available at the discretion of the registration office with appropriate documentation.
- Memberships and donations are NOT REFUNDABLE for any reason.

Initiated by the SPRUILL CENTER:

The Spruill Center reserves the right to refuse registration and change or cancel any class as deemed necessary.

- Students will be notified in the event of a course change or cancellation three (3) business days before class or as soon as possible.
- Courses may be changed or cancelled for any reason.
- If the fees are not transferred to a course within the same quarter, refunds will be automatically processed.
- Monies will not be held as a credit for future use under any circumstances.
- Any previously retained administrative fees are not available for a refund.

Gift Certificates- Gift certificates are available in any amount. Complete the form at spruillarts.org, or visit one of our locations.

SCA instructors are independent contractors.

Course evaluations may be requested for quality assurance purposes. Instructor contact information may be available by request.

Parking is free at the North Dekalb Cultural Center; spaces are not reserved except for handicapped parking and physical plant management (PPM). Illegally parked vehicles will be towed at the owner's expense.

Scholarships- Limited Scholarships are available. Contact the Education Director at extension 229 for more information.

Discounts- Courses at the Spruill Center are offered at the lowest possible price. There are no discounts available other than those provided with a membership purchase.

Pets are not permitted in the building, unless required due to visual impairment.

The Spruill Center Education Center is handicapped accessible. Programs and facilities are offered to all persons regardless of race, color, national origin, religion, sex, sexual orientation, age, or creed.