



# REGISTRATION FORM

RECORDED (SCA only)

DATE:

ENTERED BY:

By completing this form, I have read and agree to comply with all Spruill Center **POLICIES AND PROCEDURES** listed with this form, including the refund and cancellation policy.

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Birth date (under 18) \_\_\_\_/\_\_\_\_/\_\_\_\_ Parent/Guardian (under 18) \_\_\_\_\_

Street Address \_\_\_\_\_

If you are paying by credit card, the address & zip code MUST EXACTLY MATCH your billing address for that card

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Day Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail\* \_\_\_\_\_

Has your contact information changed since your last registration?  Yes  No If you would like to receive a receipt, provide your e-mail address above. If yes, please list any old information that may still be in your record:

### REGISTRATION IS ACCEPTED BY:

#### Mail:

Spruill Education Center  
Registration Office  
5339 Chamblee Dunwoody Road,  
Atlanta, GA 30338

#### Fax

A signed registration form to  
770.394.6179, payment by credit  
card only.

#### Drop Off

Room 19 at the Education Center.  
Outside office hours, utilize the red  
and green, padlocked drop box out-  
side room 19.

**NO REGISTRATIONS WILL BE ACCEPTED VIA E-MAIL OR PHONE**

### Membership

A membership is not required to attend classes at the Spruill Center. However, you must be a member to take the member price.

- I am currently a member       I do not wish to become a member
- I would like to become a member, and I am paying for membership at the following level:
- \$20 senior (65+)    \$30 Individual    \$60 Family\*    \$100 Donor\*    \$250 Contributor\*    \$500 Patron\*

\* If purchasing a family membership, please list the names of other family members within your household.

| Course Information       |       |       |     |      |     |
|--------------------------|-------|-------|-----|------|-----|
| Course Code              | Title | Dates | Day | Time | Fee |
|                          |       |       |     |      |     |
|                          |       |       |     |      |     |
|                          |       |       |     |      |     |
|                          |       |       |     |      |     |
| <b>Total Course Fees</b> |       |       |     |      |     |

Please add \$1 to help support SCA  
This donation is optional, but greatly appreciated!    \$ 1.00

|   |                       |
|---|-----------------------|
| <b>PAYMENT INFORMATION</b><br>I am paying by: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover<br><b>CHECK #</b> _____ \$30 fee for all returned checks.<br><small>Make check payable to the Spruill Center. Do not staple checks.</small><br><b>CREDIT CARD - COMPLETE INFORMATION BELOW:</b><br><small>We DO NOT accept American Express.</small> | <b>Lab Fee</b>        |
|   | <b>Materials Fee</b>  |
|   | <b>Membership</b>     |
|   | <b>Grand Total</b> \$ |

Card # --- Exp Date / CVV#  \* The CVV# is the 3 digit code on the back of your credit card used to verify the card holder.

**SIGN HERE X** \_\_\_\_\_ **NAME ON CARD** \_\_\_\_\_  
(PLEASE PRINT)

*A signature is required for all credit card transactions. UNSIGNED FORMS WILL NOT BE PROCESSED.*

# IMPORTANT REGISTRATION INFORMATION

Register *online* at [www.spruillarts.org](http://www.spruillarts.org)

## HOW TO REGISTER:

Complete the Registration form, print clearly and submit with payment. Fax, mail, or drop off at The Registration Office. Online registration is also available for most courses. Please visit [www.spruillarts.org](http://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](http://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

For business hours and/or 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.

## 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 three (3) business days (Mon-Fri 9am to 5pm) prior to the start of class.

- A PARTIAL REFUND is available up to three (3) business days before the first class as all student changes and cancellations will incur an administrative fee.
- No refunds, transfers, and cancellations will be processed after a course has begun or 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](http://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.

See MAP on back cover of this catalog or <http://www.spruillarts.org/map.htm> for directions.

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### 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.