

SPRUILL ARTS REGISTRATION FORM

Complete the registration form below. Fax, Mail, or Drop off the completed form to The Education Center.
The Spruill Center for the Arts does not offer partial class registrations or pro-rate course fees.

1) PROVIDE YOUR NAME AND CONTACT INFORMATION

Student Name	Birthdate
Parent Name(s)/ Primary Contact	Office Use:
Telephone Numbers Day Cell	
Email Address	
Street Address	
City State Zip Code	

2) SIGN THE RELEASE OF ALL CLAIMS & PHOTO RELEASE


I hereby fully release and discharge the Spruill Center for the Arts, Inc., 5339 Chamblee Dunwoody Road, Atlanta, County of DeKalb, State of Georgia; its successors or assigns; its agents, employees, officers, and directors from any and all claims, demands, damages, actions, causes of actions, suits, fees, or expenses whether matured or un-matured, direct, primary or secondary including without limitation, any and all personal injuries, known or unknown, and injuries to property, real or personal, caused by existing, or hereafter arising out of the activities described below.

Safety rules are posted in the studio. Failure to follow safety rules and procedures may result in dismissal from the class. I also understand that the Spruill Center for the Arts has taken other reasonable precautions for my safety. I participate in this class solely at my own risk. I, the undersigned, have read this release and understand all its terms. I execute it voluntarily, with full knowledge of its significance, as a condition to participating in the class. **(IN THE CASE OF A MINOR, A PARENT/GUARDIAN MUST ALSO READ AND SIGN THIS RELEASE.)**

Adult classes are for students 18 and over only. For youth classes, students must be within the listed age range.

Pictures are used to promote Spruill Arts for the purposes of marketing, fundraising, and information. By signing this release, I agree to allow Spruill to use images taken of myself (my child) and/or my work in these capacities as needed.

I have also read and comply with all Spruill Center policies and procedures, including the refund and cancellation policy. **(SEE REVERSE/PAGE 2)**

 **SIGN HERE* *** _____ **DATE** _____


*For all adult classes, the attending student must sign this release to participate in class. For students under the age of 18, a parent must sign the release for the child to attend class. This signature is required for every form.

3) ENTER COURSE INFORMATION

COURSE CODE	COURSE TITLE	DATE	TIME	COURSE FEE
				\$
				\$
				\$
DONATE TODAY AND SUPPORT SPRUILL! <input type="checkbox"/> \$5 <input type="checkbox"/> \$10 <input type="checkbox"/> \$20 <input type="checkbox"/> Other				\$1 OR \$_____
The suggested donation is \$1, but larger amounts are gratefully accepted. Donations are fully tax deductible.				
MEMBERSHIP <input type="checkbox"/> \$20 Senior (65+) <input type="checkbox"/> \$35 Individual <input type="checkbox"/> \$70 family**				\$
** List Household Members:				
GRAND TOTAL				\$

4) COMPLETE PAYMENT

CHECK (\$30 fee for all returned checks) **CASH**
CREDIT CARDS (COMPLETE AND SIGN BELOW): Visa MasterCard Discover (No AMEX)

 **SIGN HERE *** _____ **NAME ON CARD:** _____

Card Number Exp Date / CVV



Spruill Center for the Arts, Education Center
5339 Chamblee Dunwoody Road, Atlanta, GA 30338
770.394.3447 x 0, Fax: 770.394.6179
www.spruillarts.org

REGISTRATION INFORMATION

HOW TO REGISTER:

Complete a registration form and submit payment. Fax, mail, or drop off at The Registration Office. Register online at www.spruillarts.org.

- Registration will be accepted if seats are available, the registration deadline has not passed, and all pre-requisites have been met.
- Receipts will be sent if a valid email address is provided. SCA is not responsible for receipts that are not received.
- SPACES WILL NOT BE HELD for any reason without registration, release signatures, and payment.

FIND THE REGISTRATION FORM

- 1) Paper catalog 2) www.spruillarts.org 3) Registration desk

HOW CAN I PAY?

Credit Card: VISA, Mastercard, Discover. A signature is required for all credit card transactions. NO American Express.

Check: DO NOT staple checks, \$30 Returned Check Fee.

Cash: DO NOT mail cash.

RELEASE/CLASS REQUIREMENTS

A Release of All Claims/ Emergency Authorization is REQUIRED to participate in classes/ camps at The Spruill Center. Students/ Campers under 18 MUST provide a parent/ guardian signature.

Adult classes are for students 18 and over only. For youth classes, students must be within the listed age range.

SUMMER CAMP INFORMATION:

- Campers must be within the listed date range to enroll.
- We do not have the staff to accommodate special needs campers.
- Additional care is offered each week. There is a fee for late pick-ups.*
- SCHOLARSHIPS: There are a limited number of scholarships available for our summer camp program. Contact the Education Director at 770.394.3447, extension 229.
- GROUPING REQUESTS must be submitted on the registration form. Friends must list one another and be within a two (2) year age range. We do not guarantee placement.
- CAMPER DROP-OFF AND PICK-UP: Walk your child in on the first day of camp. Carpool information at www.spruillarts.org.
- MULTI-CAMP DISCOUNT: Register for 3 camps together: save \$10 on all 3 camps and subsequent registrations. Register for 2 camps, and then add a 3rd in a separate registration: the \$10 discount applies to the 3rd camp registration and subsequent registrations. Discount will not be applied retro-actively or refunded. Discount valid for fax, mail, and drop off registrations only. Online registrations are not eligible for the multi-camp discount.

* Fee schedule for early drop offs & late pick-ups:

Before 9:15am(not enrolled in before care)	\$10
After 3:00pm (not enrolled in after care)	\$20
After 6:00pm: \$5 every 5 minutes	

COURSE CHANGES/ CANCELLATIONS

- Changes/cancellations initiated by a student will incur a fee and MUST be accepted by an SCA employee.
- There is a fee and deadline for all student cancellations and transfers, based on the course fee:

Course	Transfer Fee	Cancellation Fee	Deadline
\$0 - \$50	\$0	\$5	3 business days or by the published registration deadline.
\$51-\$75	\$5	\$10	
\$76 - \$99	\$5	\$15	
\$100-\$199	\$10	\$20	
\$200-\$300	\$15	\$30	
Over \$300	\$20	15% of fee	
Special Workshops	No Transfers	Based on the workshop fee.	
Visiting Artist Workshops	No Transfers	Non-refundable deposits (if not specified=\$100) + 15% of fee	2 weeks or by the published registration deadline.
Summer Camp	Transfer to other camp sessions only.	Based on the camp fee.	2 weeks before the first day of camp session.

- The Spruill Center reserves the right to refuse/cancel registration, change or cancel any class for any reason.
- Students will be notified in the event of a course changed or cancelled by SCA as soon as possible.
- No refunds, transfers, and cancellations after a course has begun or beyond the registration deadline.
- Emergency/Medical refunds may be available at the discretion of The Registrar with documentation.
- Memberships and donations are NOT REFUNDABLE.
- Monies will not be held as a credit for future use.
- Previously retained fees due to a student initiated cancellation or transfer will not be refunded for any reason.

INSTRUCTORS

- SCA general education instructors are independent contractors. Instructor contact information may be available by request.
- Summer Camp Instructors are SCA employees subject to a background check at the state and federal levels.

EDUCATION CENTER OFFICE HOURS:

Monday through Thursday 9am- 7pm, Friday 9am- 5pm
Most Saturdays 9:00am-12:00 noon, CLOSED SUNDAYS
Spruill Gallery Information, call 770.394.4019

ILLEGALLY PARKED VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.

PETS are not permitted in the building, unless due to visual impairment

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



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