

Arbor Gallery School of Art Registration Form

Name: _____

Address: _____

Telephone: (Numbers where we can reach you in case we need to reschedule a session because of weather)

Day: _____ Night: _____

Email: _____

Yes I would like to receive emails about Arbor Gallery's Exhibitions, Events and Courses

Course(s) you are registering for:

Course Name:

Many of our courses are scheduled according to student availability or re-scheduled to meet the minimum number of required students. We would like to be able to accommodate your schedule.

Please indicate your preference of days and times. Courses are generally 2 to 3 hours per session.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning class: Two or three hours during 9am - 12pm							
Afternoon class: Two or three hours during 1pm - 5pm				NA	NA	NA	NA
Early Evening class: Two or three hours during 5:30pm to 7:30 or 8:30pm							
Late Evening class: Two or three hours during 7pm to 9 or 10pm							

School of Art Student Policies:

1. The registration deadline for all courses is 2 weeks prior to start of class.
2. A minimum of half the course fee is required to reserve your place in the class.
3. Arbor Gallery reserves the right to reschedule courses in order to meet the minimum number of students, to accommodate the weather or due to teacher illness.
4. There are no discounts or refunds for classes missed by students, even if students know in advance they will be missing some of the course. (This is because rent and teacher's fees are constant whether a student is missing or not.)
5. Up until day one of the course, a full refund is provided should a student withdraw from the course. After this date, a partial refund is provided for sessions remaining in the course plus a \$20 administration fee.

Please make your **cheques** payable to **Arbor Gallery**.

Please Write **"Attention Jessica"** on your envelope. Mail or Drop off this form:

Arbor Gallery 36 Home Ave PO Box 869, Vankleek Hill, ON K0B 1R0