

POLICIES

Attendance

It is expected that all students will regularly attend all classes for which they are registered. In the event a class is missed however, a student may make-up in another class taught by the same teacher with permission.

Cancellation/Refund

Students will be notified and full tuition refunded if a class is cancelled. No refunds will be given to students who voluntarily cancel. If a student must cancel due to an emergency situation, the remaining amount of tuition may be applied toward another semester class or gift certificate.

Inclement Weather

The TAC will be closed when Old Saybrook schools are closed due to inclement weather. Please feel free to call the Center when in doubt. Classes not held due to closing or instructor absence will be rescheduled.

REGISTRATION/PAYMENT OPTIONS

Students may register in person at the TAC or by mail. Fill out the enrollment form (one form per student) and return with full payment including the supply fee, or choose the following payment option:

Adult, Teen and Young Artist classes: 50% down payment plus supply fee (if applicable). Balance due first class.

Visa or Mastercard accepted.

DESIGN YOUR OWN ART CLASS!

Don't see a class at the time or on an art topic you are interested in? Please let us know and we will work with you to set up a special class for you, your club, your child or to fit your schedule. Ideal for home-schooled, scout groups, seniors, varied work schedules, etc.

ENROLLMENT FORM

WINTER 09

Date _____

Student Name _____ Date of Birth (if a minor) _____

Address _____

Town _____ State _____ Zip _____

E-mail _____ Phone _____

If student is a minor, please complete the following:

Parent/Guardian Name _____

Emergency Contact _____ Emergency Phone _____

Course #	Course Description	Cost	Supply Fee	Total
1.	_____	\$ _____	\$ _____	\$ _____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Please accept my tax-deductible donation to TAC of \$ _____

(For payment options see page 14) Initial Payment or Total Due \$ _____

Method of Payment: _____ Check enclosed (make payable to the Tracy Art Center). Ck # _____
_____ Charge to MC or Visa (circle one)

Card # _____ Expiration date: _____

Name on Card (Please Print) _____

Signature _____

Mail or deliver this form with payment to:
Tracy Art Center ■ 247 Main Street ■ Old Saybrook, CT 06475
860 388-1391 ■ e-mail:tracy.art.center@sbcglobal.net
www.tracyartcenter.org