

Registration Form

REGISTRATION INFORMATION

Early registrations are strongly encouraged to ensure placement.

- You must register in advance for all classes and workshops.
- All registrations must be made in writing or on-line and include full payment.
- Registrations cannot be accepted over the phone.
- A \$15 fee will be incurred if you drop a class without enrolling in an alternate class.

Please see Registration Policies for information on registration processing, payment methods and refunds.

You may register in the following ways:

1. **In person**, at the main building, Monday through Sunday from 9am – 9pm.
2. **By mail**, using VISA, Master Card, Discover, check or money order. Send registration form to: 1902 South Main St., Seattle, WA 98144. Make checks payable to Pratt Fine Arts Center.
3. **By fax**, using VISA, Master Card or Discover. Call (206) 328-1260, anytime.
4. **Download** the registration form from our website www.pratt.org and either mail or fax it to Pratt.
5. **Online** by visiting www.pratt.org
6. **If you are adding a class** to an existing registration please call the Front Desk at 206-328-2200 x0.

Office Information

.....
Date

.....
Student Number

.....
Registration Number

PERSONAL INFORMATION

Please check if this is a new address

.....
Name

.....
Address

.....
City

.....
State

.....
Zip Code

.....
Day Phone

.....
Employer

.....
Evening Phone

.....
Email

.....
Student ID No. (above name on address label)

If you are under the age of 18, please specify age:

Please indicate any physical or other limitations that may require accommodations:

DEMOGRAPHIC INFORMATION (Optional)

Status I have taken classes at Pratt before I am a new student

Gender Male Female

Age Under 18, please specify:
 40-49 50-59 18-29 30-39
 60-69 70+

Ethnicity African/American Hispanic Pacific Islander
 Asian/American Native American Caucasian Mixed Ethnicity

Continued on following page.

Please enroll me in the following courses:

Name

Title	Course No.	Cost
1. Alternate	\$
2. Alternate	\$
3. Alternate	\$
4. Alternate	\$
Subtotal		\$

MEMBER DISCOUNT

I am a current Master level member or have signed up for a Master level membership below and am applying the **10% member discount** to the above subtotal. \$ (.....)

MEMBERSHIP INFORMATION

Membership Fee \$

To take advantage of the member discounts, please begin my annual membership:

- Apprentice \$50
- Journeyman \$75
- Master \$100

See Page 6 for details membership benefits

PRATT FINE ARTS CENTER ANNUAL FUND

Annual Fund Donation \$

Pratt needs your support! Tuition only covers half of our operating costs. Your donation makes a difference!

- YES! Please accept my tax-deductible contribution* to Pratt's Annual Fund
- My company has a matching gift program:

Company Name

*Pratt Fine Arts Center is a registered 501 (c)(3) organization. Donations are tax deductible to extent allowable by law.

There is a required \$20 processing fee for all applicants. **Processing Fee (REQUIRED) \$ 20.00**

PAYMENT METHOD

TOTAL DUE \$

- Visa/MC
- Check enclosed (payable to Pratt)
- Cash
- Gift Certificate #

Card Number Exp. Date

Workstudy \$ Staff \$ Scholarship(s) \$ Specify

Tuition Assistance \$ Voucher

AGREEMENT

Submission of this signed registration form constitutes applicant's acceptance of payment method indicated above and all terms and conditions stated in the registration policies on p. 55, including the conditions of Pratt's refund policy. Pratt reserves the right to cancel any class or workshop in which case we are liable only for the tuition, lab, model, and processing fees paid by the applicant to Pratt. In the event that an instructor is unable to perform their duties as originally scheduled, we reserve the right to exercise our judgement and reschedule any class or workshop, or replace any instructor. In the event of unreasonable conduct, we reserve the unconditional right to terminate a student's enrollment. All of the above terms and conditions apply to any classes added to the registration. Please review our recently added drop fee policy.



REGISTRATION POLICIES

Member Discount Policy: Current Master Level members are eligible for a 10% member discount on all classes and workshops, with the exception of the Tailored Learning program. You must be a current Master Level member to receive a discount unless you are applying under a special offer.

Confirmation: Pratt confirms your enrollment status by mail. Please allow two weeks for processing. If you do not receive your confirmation or if you register less than two weeks before the class start date, please contact the front desk to confirm your enrollment and receive pertinent class information. Pratt will not issue refunds due to a student not receiving a confirmation. Likewise, Pratt will not issue refunds due to a student not receiving any pertinent information regarding courses for which they have attempted to register.

Waiting Lists: If a class is over-enrolled, students are placed on a waitlist if they cannot be registered into their alternate selection. Pratt does not admit students from the waitlist who attend the first class. For credit card payments, no fee is assessed until the student is placed in a class. Payments of checks or cash are processed upon receipt. If paying by cash or check, wait listed students unable to get into a class will receive a full refund ten business days from the start date of the class.

Withdrawal and Refund Policy: If Pratt cancels a class, a full refund will be issued unless the student can be placed in an alternate class. Students who withdraw from a class two weeks or more prior to its first scheduled meeting will receive a full refund of tuition less a \$15 drop fee. Those withdrawing after that time are ineligible for a refund. Refunds will be issued within 14 business days.

Processing Fees: There is a non-refundable \$20 processing fee for all students at Pratt enrolling in workshops or classes. Pratt refunds this fee only when Pratt cancels a class or workshop or if a waitlisted student is unable to get into the class.

Drop Fee: There is a \$15 drop fee on each class dropped at any point during registration. The fee is subtracted from any refund due to the student. If the student does not qualify for a refund no drop fee will be assessed. The fee does not apply to students who add one class for each dropped class in a given quarter.

Class Cancellation Policy: All classes not meeting their minimum enrollment one week prior to their start date may be cancelled. Pratt calls all affected students to explore placement in alternate classes. For questions, please contact the Education Associate at (206) 328-2200 x 222, aondrick@pratt.org.

Payment Methods: Pratt accepts cash, check, Visa, Master Card, Discover and approved gift certificates or vouchers for registration payment. Qualified individuals may apply work study, scholarship or staff credits. Full payment must be provided with registration.

Students paying by credit card will be charged for the full amount of registration including any corrections necessary in the calculation of the total amount due. A registration confirmation is sent to you indicating the amount charged to your card.

Please note: Alternate classes may cost more than the primary selection. If placed in an alternate class with a higher tuition, students who paid by credit card will be charged for the larger amount. Pratt will call students who paid by check or cash to arrange for full payment. They will be given two days to respond before the registration is cancelled and any applicable refund returned. Students with insufficient payment will not be placed in any classes until full payment can be arranged.