

You may register in the following ways:

1. **Online** by visiting www.pratt.org.
2. **In person**, at the main building, Monday through Sunday from 9am – 9pm.
3. **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.
4. **By fax**, using VISA, Master Card, American Express or Discover. Fax 206.328.1260 anytime.
5. **Download** the registration form from our website www.pratt.org and either mail or fax it to Pratt.
6. **If you are adding a class** to an existing registration please visit www.pratt.org or call the Front Desk at 206.328.2200.
7. **Full payment** is required at registration.
8. **We are unable to accept registrations over the phone.**

personal information

Please check if this is a new address

Name

Address

City

State

Zip Code

Day Phone

Evening Phone

Email

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

demographic information (optional)

Gender

Male

Female

Birth Date

month

day

year

Ethnicity

African/American

Hispanic

Pacific Islander

Asian/American

Native American

Caucasian

Mixed Ethnicity

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

Emergency Contact Name: _____

Phone: _____

Member Discount: Current Master Level members are eligible for a 10% discount on classes and workshops with the exception of the Tailored Learning program, Spring Into Art and Fall Into Art.

Confirmation: Pratt confirms paper registrations by mail and within two weeks. Students who do not receive a confirmation or who have registered fewer than two weeks before the first day of class should contact the front desk to confirm enrollment and receive class information. Online registrations receive immediate confirmation. Pratt will not issue refunds to students who do not receive confirmations.

Adding Classes: Students may add classes to an existing registration by calling 206.328.2200 x0 or online at www.pratt.org.

Waiting Lists: When a class is full, students are placed on a waitlist. If space becomes available, waitlisted students will be contacted by email or phone and offered a space in the class in sequential order. Waitlisted students should not attend the first day of class unless they have been contacted by Pratt. If paying by credit card, no charges are assessed until the student is fully enrolled. Students who pay by cash or check and are unable to join a waitlisted class will be issued a refund on the class start date.

Withdrawals and Refunds: If Pratt cancels a class or significantly alters it, a refund will be issued unless the student decides to enroll in an alternate. Students who withdraw two weeks or more prior to its first class date will receive a full refund minus a \$15 drop fee and the \$12 per class processing fee (\$15 starting 9/6/2010). Students who withdraw fewer than two weeks before the start of class will not receive a refund.

Missed Classes: There are no discounts or refunds for missed classes.

Free Fridays: Pratt Fine Arts Center offers students enrolled in classes the opportunity to practice techniques they are learning through the following Open Friday studio use policy. Students enrolled in a class have access to that studio on the Friday of the week that their class occurs and only for the duration of their class session. The student may stay up to 8 hours to practice their techniques (in the studio in which their class occurs, not any other studio). Students must sign in and indicate which class they are enrolled in. Enrolled students have priority over independent users. Studio space and tools are limited, and sharing them is expected of all users. The Studio Monitor has the authority to determine tool and space sharing, in addition to overseeing proper and safe use of tools and studio. If there is no monitor present, the studio is not open to students. We do not guarantee that every Friday will be available due to holidays, events, maintenance and Pratt activities. Supplies and materials are limited on Free Fridays and will be administered by the monitor working that day.

Processing Fee: A non-refundable \$12 per class processing fee (\$15 starting 9/6/2010) applies to all students enrolling in classes and workshops. This fee is only refunded when Pratt significantly alters a class or workshop.

Drop Fee: A \$15 fee is applied to each class dropped at any point during registration. The fee is subtracted from any refund due to the student and charged when the tuition refund is due to the student. The fee does not apply to students who add one class for each dropped class within a given quarter.

Class Cancellations: 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.

Continued on following page.

fall 2010

Please enroll me in the following classes:

	Title	Class #	
1.	_____	_____	\$
2.	_____	_____	\$
3.	_____	_____	\$
4.	_____	_____	\$
		Subtotal	\$

I am a current Master level member or have signed up for a Master level membership below and am eligible for Master Member prices.

membership information

Membership Fee \$

To take advantage of the member benefits, including Master class prices please begin my annual membership: Apprentice \$50 Journeyman \$75 Master \$120
 (Join or renew before 9/6/10 and receive a Master Level Membership for only \$100.)

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 the extent allowable by law. \$

There is a required \$15 processing fee for each class. (\$15 x total number of classes - REQUIRED) \$

payment method

TOTAL DUE \$

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

Card Number _____ Exp. Date _____

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

Tuition Assistance \$ _____ Voucher _____

X _____

signature required for registration

For youth under 18, parent or guardian name and signature on application are required.

Submission of this signed registration form constitutes applicants acceptance of payment method indicated above and all terms and conditions in the registration policies including the conditions of Pratt's refund policy and the waiver below. Pratt reserves the right to cancel any class or workshop in which case we are liable only for the tuition, lab, model and processing fee paid by the applicant to Pratt. Pratt reserves the right to reschedule any class or workshop or replace any instructor. In the event of unreasonable conduct, Pratt reserves the unconditional right to terminate a student's enrollment. All the above terms and conditions apply to any class added to this registration.

Waiver: In consideration of my participation in the educational programs and use of the facilities, I hereby discharge and forever hold harmless Pratt Fine Arts Center, its staff, volunteers, the City of Seattle Department of Parks and Recreation and all agencies whose property and personnel are used as part of Pratt's program and any sponsoring, co-sponsoring or funding agency(ies) or individual(s) for responsibility for any injury, illness, death, damage, loss, accident, delay or irregularity which may be occasioned for any reason whatsoever during the course of my participation. I certify that I am physically able to participate in all the activities for which I am enrolled. Pratt assumes no responsibility for losses or additional expenses due to included beyond my control. I also give my permission for Pratt Fine Arts Center to use without limitation or obligation photographs, film footage, tape or video recordings that may include my image or voice.

If you have questions regarding these policies, please contact Ryan Davis at 206.328.2200 x265 or email rdavis@pratt.org.