

Registration Form

Contact Information

Please complete a separate Registration Form for each class that you would like to take. For "Friends & Family" classes, please see the Registration Information Sheet on the other side of this sheet for special instructions.

Name: _____

Mailing Address: _____

Is this your billing address? Yes _____ No _____

Phone: _____

May we correspond via email? Yes _____ No _____

Email: _____

Class Selection

Class size is limited. Registrants will be enrolled on a first-come, first-served basis. Please register as early as possible to ensure sufficient enrollment for your class!

Class Date: _____

Class Name: _____

Class Code: _____

Age of Student (IF under 18): _____

Lodging

We have a number of participating lodges and B&B's offering discounts for students. Please visit our website for a complete list. We are always happy to help you to choose lodging! Please call or email for details.

Would you like to receive a lodging guide?

by Email _____ by US Mail _____

Deposit/Payment

Tuition is indicated in the description for each specific course. See Registration Information Sheet for discount policies. A deposit of \$125 for a weeklong course, \$75 for two or three day weekend course and \$20 for all other courses is required at the time of registration. Payment in full is due one week prior to first day of class.

Membership

Are you a member of the Jacksonville Center?

Yes _____ No _____

SIGN UP FOR A NEW MEMBERSHIP

Student (\$25)

Please provide name of (accredited) school:

Individual (\$40)

Family (\$60)

Business (\$75)

Method Of Payment

CREDIT/DEBIT CARD

Visa _____ Mastercard _____

Name on Card: _____

Card #: _____

CVC Code#: _____

Exp. Date: _____

Billing address (If different from mailing):

Signature: _____

CHECK

Yes _____ No _____

Amount of Check: _____

Check Number: _____

GIFT CERTIFICATE # _____

COST SUMMARY

Tuition: _____

Membership Dues: _____

Tax Deductible Donation: _____

(Please specify donation below)

Scholarship

General Operating Support

Other: _____

Total Amount Due: _____

Deposit Paid: _____

Balance Due: _____

___ I have read and understand there may be Materials and Facilities Fees to be paid on the last day of class.

___ I have read and understand refund/cancellation policy in the registration information.

Signature: _____



—OFFICE USE ONLY—

Receipt #: _____ Date: _____

Methods of Payment: _____

of Registrations on Payment: _____

Amount: _____ Staff Initials: _____

Four Ways to Register

Online:

jacksonvillecenter.org

By Phone:

(540)745-2784

By Fax:

Complete and sign the registration form and fax to (only during business hours): (540)745-4874

By Mail:

Complete and sign the registration form and mail to:
The Jacksonville Center for the Arts
220 Parkway Lane South, Suite 1
Floyd, Va. 24091

In Person:

Stop by any time during business hours and our friendly staff will be happy to assist you in registering for classes.

Registration

Class registrations are confirmed on a first-come, first served basis. A deposit of \$125 for a weeklong course, \$75 for weekend course and \$20 for all other courses is required at the time of registration. (Please note: \$75 weeklong/\$50 weekend/\$10 for other classes of this deposit is non-refundable if the student cancels enrollment). The balance of all tuition is due one week prior to the first day of class. Waiting lists will be created for all filled classes, and students will be placed on lists in order of receipt of their completed registration forms.

Friends and Family Classes

For classes designated “Friends and Family,” tuition is “2 for 1.” Please list the names and mailing addresses of both participating students on one registration form.

Cancellation/Refund

The Jacksonville Center for the Arts will conduct classes for which an adequate number of students are registered. Class status is determined **2 weeks** before the first scheduled class date—so register early!!

Classes Cancelled by the Center: If the Center must cancel a scheduled class, students who registered for such class will be given the opportunity to transfer their payments to another course. A full refund of deposits and payments for classes cancelled by the

Center will be given to students who do not wish to transfer.

Student Withdrawals: Students withdrawing from a class prior to the two week period before the class starts can receive a full refund or transfer their payments to another class of choice. Students who withdraw within two weeks prior to the start of a class will receive a refund of payment less the non-refundable deposit. (\$75 for week-long/\$50 weekend/\$10 other). If a transfer request is made within two weeks of the start date of a class, the non-refundable deposit will still be retained for the original class registration with any remaining balance of payments credited to the other class. Students withdrawing after the class has started will not receive a refund.

Become a Member

Stay in touch with what we are doing and support our mission by becoming a member of the Jacksonville Center! Membership offers 20% discounts for classes, as well as discounts on purchases in our gift shop, rentals of our facilities, as well as voting privileges in our organization. New memberships and renewals are \$25 for students, \$40 for an individual, \$60 for a family or \$75 for a business.

Class Hours

As specified in listings for each individual course.

Lodging

Nearby housing options include bed & breakfasts and inns offering discounts to students. Please refer to “local links” page on our website jacksonvillecenter.org or call our office at (540) 745 -2784 for more information and assistance with making lodging arrangements. We are delighted to advise you.

Register Now!!

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The Jacksonville Center for the Arts

220 Parkway Lane South, Suite 1

Floyd, VA 24091

(540) 745-2784

info@jacksonvillecenter.org

jacksonvillecenter.org/education

Meals

During courses that meet over the lunch hour, we will provide the option of an affordable lunch from some of Floyd’s finest restaurants. However, brown bag lunches and snacks to share are also welcome.

Cost of Materials

Prior to arrival, students will receive a list of materials they should bring to class. Materials lists are also available on our website. Separate material fees will apply to most classes. These fees include supplies and fuel costs specific to each studio and payment is due on the last day of class. Material fees range from \$10-\$100. For classes with material fees exceeding \$75, it will be noted with course description.

Facilities Fees

As part of The Jacksonville Center's effort to offer affordable and accessible educational opportunities, the center has not increased member tuition fees since our current educational programming started in 2005. Due to the significant increase in operational expenses, the center has instituted a \$5 facilities fee per 8 hour class day to partially cover the overhead expenses for the classes. Facilities fees should be paid at the end of each class, along with any materials fees.

Scholarships & Work/Study Program

Scholarship and work-study opportunities are available. Scholarship applications are available online and from the front office, or contact the Center at (540) 745-2784 or education@jacksonvillecenter.org.

Work-study participants earn one Jacksonville Center class hour for every hour of Center-related work. These class hours can be applied to any classes provided by the Jacksonville Center pending sufficient enrollment with space remaining.

Directions

The Jacksonville Center for the Arts is located on Route 8 in Floyd, Virginia, one-quarter mile south of the traffic light in the center of town, where U.S. 221 and Route 8 intersect. It is six miles North of the Blue Ridge Parkway Route 8 exit at Tuggles Gap. For more information, call (540)745-2784, or visit jacksonvillecenter.org.