

# 2013 Registration Form

## Contact Information

Please complete a separate Registration Form for each class that you would like to take. For “Fourth Friend Free” discounts, please see the Registration Information Sheet on the other side of this sheet for special instructions. Each student must have an individual registration form completed at the time of registration.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this your billing address? Yes \_\_\_\_\_ No \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How did hear about this class?: \_\_\_\_\_

We use your email to send class confirmations and materials lists.  
If you do not have an email address, please make sure your phone number is correct and legible.

## 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 Name: \_\_\_\_\_

Class Code: \_\_\_\_\_

Age of Student (*IF under 18*): \_\_\_\_\_

Students under the age of 18 MUST have a liability form signed by a parent or guardian prior to the commencement of class.

## 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.

## Deposit/Payment

Tuition and registration deposits are indicated in the catalog description for each specific course. A deposit of \$10-\$125 is required at the time of registration. **Payment in full is due one week prior to the first day of class.** See Registration Information for discount policies.

## Membership

Are you a current member of the Jax?

Yes \_\_\_\_\_ No \_\_\_\_\_

RENEW OR SIGN UP FOR A NEW MEMBERSHIP

o Student (\$25)

Please provide name of (accredited) school:  
\_\_\_\_\_

o Individual (\$40)

o Family (\$60)

o 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 due (Mem/GP?): \_\_\_\_\_

Membership: \_\_\_\_\_

Tax Deductible Donation: \_\_\_\_\_

(Please specify donation below)

o Scholarship

o General Operating Support

o Other: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Deposit: \_\_\_\_\_

Discount Applied: \_\_\_\_\_

Balance Due: \_\_\_\_\_

\_\_ I have read and understand there may be Materials to be paid on the last day of class.

\_\_ I have read and understand the 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:

[www.jacksonvillecenter.org](http://www.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 this registration form and mail to:

The Jacksonville Center for the Arts  
220 Parkway Lane South, Suite One  
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 \$10-\$125 is required at the time of registration. Tuition and deposit amounts for each class are published in the class catalog. ***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.

## OnDemand Classes

This form should only be used for OnDemand classes once they have been scheduled and listed in our regular class calendar. To get on the call-list for an OnDemand class, simply pay the \$10 Call-List Deposit by registering online, calling or stopping by the center to pay with cash, check or credit card, or mailing a check to the above address, specifying which class(es) the deposit is for.

On-demand classes at the Jacksonville Center are offered throughout the year and will be scheduled in consultation with the instructor and potential students when minimum enrollments are reached.

## Class Discounts

Almost every class is open to our "Fourth Friend Free" discount. To receive the free 4th tuition, all students must register within a one-week period, including the 4th student. Three students must be registered at the regular tuition rates (Member and General Public rates apply to each individual), one as

the free registration. The center is not responsible for calculating individual tuition fees--it is up to participants to determine any tuition sharing.

For any discounted tuition, each participant is responsible for normal materials fees, when applicable.

## 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. (\$50 for week-long/\$25 weekend/\$5 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

Are as specified in listings for each individual course.

## 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 are also welcome. We do have a refrigerator available for student use.

## Cost of Materials

Prior to arrival, students will receive a list of materials they should bring to class. 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. Whenever possible, materials fees are listed for each class in the online and print catalogs.

## Scholarships & Work/Study

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](mailto:education@jacksonvillecenter.org).

Work-study participants earn one Jax class hour for every hour of center-related work. These class hours can be applied to any classes provided by the 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](http://jacksonvillecenter.org).

