

# LONGBOAT KEY CENTER FOR THE ARTS

## COURSE REGISTRATION FORM

### HOW TO REGISTER:

*In Person:* Bring a completed registration form and payment to the Center during our administrative hours: Tuesday thru Friday, 10:00 a.m. to 4:00 p.m.

*By Telephone:* Call 941-383-2345 during our administrative hours, Tuesday thru Friday, 10:00 a.m. to 4:00 p.m. Please have your Visa, Discover, or Master Card number ready.

*By Fax:* Send a completed registration form including your Visa, Discover, or Master Card payment information to our secure fax number 941-383-7915.

*By Mail:* Complete the registration form and send it along with your payment to:

Longboat Key Center for the Arts  
Attn: Registration Assistant  
6860 Longboat Drive South  
Longboat Key, FL 34228

REGISTRATION: *(Please print clearly)*

Name *Mr. Mrs. Ms. (circle one)* \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt# \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

<b>Instructor's Name</b>	<b>Class Title</b>	<b>Month</b>	<b>Day</b>	<b>Price\$</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Tuition: \$ \_\_\_\_\_

Method of Payment:  Check (enclosed)  Credit Card (see below)

Visa/MasterCard/DiscoverCard #: \_\_\_\_\_ CVC# \_\_\_\_\_ Exp. \_\_\_\_\_

Print name of cardholder: \_\_\_\_\_

Billing Address/ Billing Zip Code \_\_\_\_\_

Note: Students are responsible for obtaining and providing materials for classes unless otherwise specified. You will receive a confirmation notice once your registration is processed and before the start of your class or workshop. If a class or workshop is filled, applicants may be put on a waiting list as requested

**CLASS OR WORKSHOP CANCELLATIONS:**

LBKCA reserves the right to cancel any class or workshop due to low enrollment without incurring obligations. If a class or workshop is cancelled, you may transfer to another class or workshop or may receive a credit to be used for another class. The credit is valid for one year from the issue date. You may request a full tuition refund. Please register promptly. Enrollment is limited and spaces are filled on a "first-come, first-served" basis.

**CLASS/WORKSHOP CANCELLATION AND SCHEDULE CHANGES:**

LBKCA instructors are working professionals. It may occasionally be necessary to postpone, cancel, or reassign a class. We reserve the right to assign a substitute instructor without notice.

**STUDENT WITHDRAWAL:**

Withdrawal refunds minus a \$25 administration fee will be issued only when written notification is received no later than 5 (five) business days prior to the first session of class, or 30 (thirty) business days prior to the first class session for "Visiting Artists" workshops minus \$50.00 administration fees. No refunds are issued after this time. Refunds are issued in the original payment method and take up to four weeks to process.

Registering for a class is a commitment to attend all the classes in a session. If a student is unable to attend one or more classes in a session, there will be no reduction in the cost of that session. There are NO refunds, transfers, or credits once a class has begun. Make-up classes will be scheduled if a class is cancelled by LBKCA.

**TRANSFERS:**

Students may transfer to another class upon instructor approval providing class space is available. Transfer must be made before the second class and approved by the Director.

**EMERGENCIES:**

Emergency closing may occur in the event of severe weather conditions.

**AUDITING OF CLASSES:**

Auditing of classes is NOT permitted.

*LIABILITY:* In the event a class or workshop is cancelled, LBKCA's liability is limited to the return of fees paid to us for that course. All students accept full responsibility for personal injury and/or personal losses during the period of the class or workshop. Applications and payments are acknowledgement of the terms and conditions as outlined. LBKCA assumes no liability for travel expenses or nonrefundable airline tickets that cannot be used due to any classes or workshops being cancelled, schedule changes, or any misprints of classes or workshops.

Have you attended LBKCA before?  Yes  No

Relationship to LBKCA:  Friend of LBKCA  RCAD Student  RCAD Staff  RCAD Faculty  Board Member

If new to LBKCA, how did you learn about us? \_\_\_\_\_

*I have read and understand all of the policies outlined above. My signature below gives permission to process payment on my credit card and/or signifies I agree to abide by the policies stated.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_