



**Englewood**  
 Art Center  
 Ringling College of Art + Design

# Class/Workshop Registration Form

350 S. McCall Road | Englewood, FL 34223  
 941.474.5548 | Web: [www.ringling.edu/eac](http://www.ringling.edu/eac) | Email: [eac@ringling.edu](mailto:eac@ringling.edu)

Member

Non-member

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

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

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

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Class/Workshop Selections:

Class Code: \_\_\_\_\_ Date(s): \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Class Code: \_\_\_\_\_ Date(s): \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Class Code: \_\_\_\_\_ Date(s): \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Class Code: \_\_\_\_\_ Date(s): \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Class/Workshop Fee(s) \$ \_\_\_\_\_ Less Discount(s): \$ \_\_\_\_\_

**TOTAL Tuition: \$ \_\_\_\_\_**

Credit Card

Check# \_\_\_\_\_

Cash

Gift Certificate

Visa/MC/Discover Card# \_\_\_\_\_

*(circle one) phone/mail orders only*

CVV Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*3 or 4 digit on reverse of card*

White Copy: Accounting

| Yellow Copy: Member

| Rec'd by: \_\_\_\_\_

# Englewood Art Center Education Policies

## **REGISTER EARLY!**

Educational classes offered each session must meet the minimum enrollment in order for the class to run. No exceptions. You can help make these programs successful by registering early.

## **HOW TO REGISTER**

### ***In Person:***

Bring a completed registration form and payment to the Englewood Art Center during our regular business hours, M-F 9 am – 4 pm.

### ***By Phone:***

Call 941.474.5548, M-F, 9 am – 4 pm.

For your convenience, we accept VISA, MasterCard, and Discover credit card payments by phone. Please have your credit card number ready when calling and be able to provide your billing address and the security access code on the back of the card.

### ***By Mail:***

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

Englewood Art Center  
350 South Mc Call Road  
Englewood, FL 34223

**ALWAYS** request a supply list when registering for a class or workshop. Full tuition must be paid upon registration.

***To review the complete educational policies for EAC and print a registration form, go to [www.ringling.edu/eac](http://www.ringling.edu/eac).***

## **REFUND POLICY**

Refunds will be given (less a \$10 service fee) for tuition paid if requested at least 10 business days prior to the beginning of a class or workshop. Payments made by credit card will be refunded to the card used when purchasing the class.

*Payments made by cash or check will be refunded by check and may take up to 30 days to process. Refund requests can also be processed in the form of an EAC gift card to be used for future class fees.*

**No refund** will be given if the cancellation is less than the noted period of time prior to the start of the class/workshop unless a wait-listed student can fill the vacated space. In this case a refund will be issued less a \$10 service fee.

If Englewood Art Center cancels a class/workshop, registered students will be notified as soon as possible and a full refund will be provided.