

Spring 2010 Workshop Registration Form

STUDENT CONTACT INFORMATION:

Last Name _____ First Name _____ Middle Initial _____

Address _____ Apt.# _____

City _____ State _____ Zip _____

E-Mail _____

Phone: (Day) _____ (Evening) _____

IF STUDENT IS UNDER 18, THIS INFORMATION IS REQUIRED

Date of birth _____

Parent/Guardian: Name _____

Primary Phone _____ Alternate Phone _____

Emergency Contact: Name _____

Primary Phone _____ Alternate Phone _____

WORKSHOPS:

Course Title	Day	Time	Fee
Registration Subtotal			
Registration Fee			\$10
Discounts			
Registration Total			
Contribution*			
Grand Total			\$

*Friends of JCAL Contribution –
Your tax-deductible support is needed to keep JCAL's programming costs low.

PAYMENT INFORMATION:

Enclosed is my check for \$_____. Make checks payable to **Jamaica Center for Arts & Learning**

Please charge my VISA MASTERCARD AMEX

Credit Card Number _____ Expiration Date _____

Name On Card _____

Cardholder's Signature _____

MAIL COMPLETED FORM TO: Jamaica Center for Arts & Learning
ATTN: Registration Coordinator
161-04 Jamaica Avenue
Jamaica, NY 11432



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Student Demographics Survey

Student's Ethnicity

- Asian African American Hispanic/Latino Native American Caucasian West Indian
 Afro Caribbean Middle Eastern Other (please specify) _____

Annual Household Income

- Under \$10,000 \$10,000 - \$20,000 \$20,000 - \$30,000 \$30,000 - \$40,000 \$40,000 - \$50,000
 \$50,000 - \$60,000 \$60,000 - \$80,000 \$80,000 - \$100,000 Over \$100,000

Student's Education (or Parent/Guardian of a minor student)

- GED High School Graduate Some College College Graduate
 Other _____

How did you hear about JCAL? Please check appropriate source(s)

- Friend/ Relative Newspaper (please name) _____
 Walk-In/ Kiosks Flyer/ Promo Code _____
 Website Other _____

WAIVER/REFUND POLICY:

The undersigned program participant (or parent, or guardian of a minor participant) covenants to indemnify and save harmless The Jamaica Center for Arts & Learning, Inc. against any and all claims and suits that might arise out of the use of the Center, or any other facility used by the Center for its activities. I further understand that I am financially responsible for the entire cost of the program whether or not the above named participant decides to discontinue prior to the end of the term. The Center reserves the right to cancel classes if registration is not sufficient. A standard registration fee is charged to EACH student, EACH term. A \$40 surcharge will be applied for returned checks. If the Center cancels a program, the full price, excluding the registration fee will be refunded. Students wishing to withdraw from classes and receive a refund MUST do so BEFORE the scheduled program begins. Registration fees will not be refunded. All refunds will be made by CHECK or credited to your MASTERCARD, VISA, or AMERICAN EXPRESS, no later than three weeks after the date of cancellation. Jamaica Center for Arts & Learning reserves the right to cancel any of its programs. Refunds are NOT applicable for special events, performances or single classes.

PHOTO/VIDEO RELEASE:

I hereby give the Jamaica Center for Arts & Learning my unrestricted permission to use any still photographs and/or video taken of me, my child or art work created at the Center for the purpose of publicity and/or documentation related to printed materials to be used for the interest, marketing, or promotion of the Jamaica Center for Arts & Learning and its programs which may include flyers, brochures, grants, and media publicity.

_____ I do not give my permission at this time.
(Initials)

I acknowledge I have received a copy of the JCAL Registration & General Policies.

Student Name: _____ Student ID: _____
(Please Print)

SIGNATURE: _____ Date: _____
(Student or Parent/Guardian):

Registration Policies

Fees

PAYMENTS FOR ALL WORKSHOPS ARE DUE AT THE TIME OF REGISTRATION.

JCAL only accepts payments in the form of checks, major credit cards, debit cards (with logo) and money orders. Cash is NOT ACCEPTED as a form of payment with the exception of selected events and for Drop-In Classes. In these cases, only exact change will be accepted. There is a \$40 surcharge for returned checks. A non-refundable registration fee of \$10 is charged to each student per semester.

JCAL can establish a payment plan for students with a valid, eligible credit card. A 50% deposit is required upon initial registration; the balance will be divided into two equal payments over a two month period following the deposit. By participating in the payment plan, the credit cardholder agrees that the two additional payments will automatically be charged to the credit card. Does not apply to partial scholarship recipients; other restrictions and conditions apply.

Discounts

Registration Fee will be waived for returning students. Student must be in the registrations system the previous 10 week semester.

Students taking two or more workshops will get the following discounts:

2nd Workshop = \$5 discount

3rd Workshop = \$10 discount

4th Workshop = \$15 discount

Head of household registering two or more family members will receive \$10 off each family member's first and second workshop. The discount is limited to four members within the immediate family. The discount does not apply to grandparents, aunts, uncles, cousins or members of the extended family. A birth certificate, proof of adoption or guardianship may be required at the time of registration.

Seniors receive a 10% discount off each workshop for which they register. Staff must be informed of age at the time of registration. Discounts must be requested and applied at the time of registration.

Credit will not be applied after an individual has registered. Discounts cannot be combined.

Scholarships

Each semester JCAL awards scholarships. Applications must be submitted by February 20th. Applications are available online and at the Visitor Service Desk beginning February 1st.

Refunds

Full refunds are available to students who withdraw before classes begin.

Refunds are issued within 15 business days via JCAL check or credited to a credit card, if that was the initial form of payment. Cash refunds will NOT be issued. Partial refunds are available to students who withdraw on the first day of classes. Students will receive 95% of the total workshop fee(s). Refunds will not be given after the first day of classes. Registration fees are non-refundable and are separate from the workshop fees. Students who register after the first class are not eligible for full or partial refunds.

Cancellations

JCAL reserves the right to cancel workshops that do not meet their minimum enrollment requirements or other extenuating factors. Full refunds will be issued for workshops cancelled before or by the first session. Refunds for classes cancelled after the first session will be prorated based on the sessions offered not the students attendance. Registration fees are non-refundable.

Have questions? Call 718-658-7400 x123 or email info@jcal.org.