

TO REGISTER BY PHONE CALL 713.523.9530

CONTACT US

Art League Houston Office Hours:
 Monday - Friday 9:00 a.m. - 5:00 p.m. Saturday 11:00 a.m. - 5:00 p.m.
 Phone: 713.523.9530 Fax: 713.523.4053
 www.artleaguehouston.org
 1953 Montrose Blvd. Houston, TX 77006

GENERAL

- Art League Houston reserves the right to combine or reschedule classes, or adjust tuition and fees as needed.
- Art League Houston reserves the right to refuse enrollment to participants with a history of unacceptable behavior.
- If it is necessary for Art League Houston to cancel a class for any reason, all registered participants will be informed as soon as possible and Art League Houston will extend the opportunity to transfer to another class or receive a credit.
- Credit must be used within one year from date issued.
- Tuition for classes will not be pro-rated.

PAYMENT

• Enrollments are not accepted without payment in full. Checks, cash, credit cards (Discover, Master Card, and Visa) and gift certificates are accepted.

DISCOUNTS

• Members of Art League Houston receive a tuition discount on classes and workshops for one year from the date their membership is purchased.

ADDITIONAL FEES

• Some courses may require additional fees paid to Art League Houston or collected the first day of class by instructor. These fees are stated in the class schedule, and may include, but are not limited to: supplies, model fees, and equipment maintenance.

• Students registering after the expressed registration deadline will be charged a non-refundable, minimum late registration fee of \$15.00.

WITHDRAWAL & REFUNDS

• **\$60 registration fee is non-refundable, unless classes are cancelled by Art League Houston.**

• Membership fees are non-refundable.

• Refunds will be issued for students that officially withdraw before the first scheduled class meeting.

• Notice of withdrawal must be completed on the Art League Houston drop form which can be emailed or picked up at our offices. Call 713.523.9530 to obtain a drop form.

• Failure to attend sessions or verbal notification will not be regarded as an official notice of withdrawal. Our drop form must be completed in full and returned to the office before the first scheduled day of class.

• Refunds will be processed after the second week of class has been completed. A refund check will be mailed to you no later than two weeks from this time. **No refunds will be given after the first class meets.**

RETURN FORM BY: Mail / Drop off: 1953 Montrose Blvd. Houston, TX 77006 Fax: 713.523.4053 Phone: 713.523.9530

ART LEAGUE HOUSTON WINTER 2009 REGISTRATION FORM

How did you hear about us? _____

First Time Enrolling?

NAME _____ EMAIL _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIPCODE _____ CELL PHONE _____

REGISTER BEFORE DECEMBER 20TH AND RECEIVE \$25 OFF EACH CLASS! -- excludes workshops

COURSE TITLE	COURSE CODE	DAY/TIME	TUITION	LAB FEES
	(-)		\$	+\$
	(-)		\$	+\$
	(-)		\$	+\$
	(-)		\$	+\$

Payment Method: <input type="checkbox"/> Check # <input type="checkbox"/> Cash Payment <input type="checkbox"/> Discover <input type="checkbox"/> MasterCarrd <input type="checkbox"/> Visa <input type="checkbox"/> American Express Policies Read _____ Card # _____ Security code _____ Exp. Date _____ Cardholder _____ Billing Zip _____	SUBTOTAL \$ DISCOUNT \$ MEMBER \$ LATE FEE \$ TOTAL \$
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I have read and understand the policies above. SIGN HERE _____

Office Use Only: Date Paid _____ Total Paid \$ _____ Received By (initial) _____ Mem Expires on: ____/____/____