

ALH Policies

TO REGISTER BY PHONE CALL 713-523-9530

*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 change class instructors when necessary.

*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 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 (American Express, 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

***THE \$60 REGISTRATION FEE IS NON-REFUNDABLE, UNLESS CLASSES ARE CANCELED 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 x103 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 classes 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 SPRING 2010 REGISTRATION & MEMBERSHIP FORM

First Time Enrolling

REGISTER BEFORE 5PM ON MARCH 13 TO SAVE \$25/CLASS! How did you hear about us? _____

NAME _____ EMAIL _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIPCODE _____ CELL PHONE _____

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

PAYMENT METHOD:

Check # _____ Cash Payment \$ _____

Master Card Visa American Express Discover* SECURITY CODE _____

Card # _____ Exp. Date ____/____/____

Cardholder _____ Billing Zip _____

FOR PHONE REGISTRATIONS / POLICIES READ: (ALH STAFF INITIALS) _____

SUBTOTAL \$ _____

LATE FEE \$ _____

MEMBERSHIP \$ _____

DISCOUNT \$ - _____

\$ _____

TOTAL DUE

***I AGREE THAT I HAVE READ AND UNDERSTAND THE POLICIES ABOVE** _____

STUDENT SIGNATURE*

Office Use Only: Date Paid _____ Total Paid \$ _____ Received By (initial) _____ Memb. expires on: ____/____/____