



Capitol Hill Arts Workshop Family Registration Form

Parent Contact Information

1 st Parent Name:			Today's Date:	
Mailing Address:			Home Phone Number:	
City:	State:	Zip Code:	Work/Day Phone Number:	Cell Phone Number:
2nd Parent Name & Phone Number:			Email Address:	
**How did you hear about CHAW?			**How many classes have you taken at the Workshop?	

Course Selection

Student Name	Birthdate	Course Name	Course Code	Tuition & Fees

Youth Arts Program Van Service Information

School Name, Grade & Teacher:	Please indicate days needed (\$126/day; included in full week package price) Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___
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Payment Information

Work Number:	Cell Phone Number:	Check #
Class Tuition Fees:	Van Service Fees:	Visa/MasterCard/America Express #: _____ Exp. Date: _____
Please check here ___ and call the office at (202) 547-6839 if you would like to set up a monthly payment plan.		Would you like to contribute to our Tuition Assistance Program? (This is a tax-deductible gift.) \$ _____
Grand Total (include \$10 registration fee for new students):		Signature: _____

Capitol Hill Arts Workshop
Policies Agreement

- **Registration Fee:** There is a one time \$10 Registration Fee per family.
- **Payment:** Payment in full is appreciated, but payment plans are available. This can be done by either providing a valid credit card number or leaving post-dated checks for 3 monthly installments. An authorization form must be completed in order to do this. All balances must be paid by the end of the current semester. Re-enrollment will not be allowed until balance is paid in full. The Arts Workshop accepts VISA, MasterCard, and American Express. Please make checks/money orders payable to the Capitol Hill Arts Workshop (or CHAW). All returned checks and late payments are subject to a \$25 fee.
- **Cancellations:** If any course has insufficient enrollment, the Arts Workshop reserves the right to cancel the course and all money paid will be refunded within 15 business days after notification of cancellation.
- **Enrollment:** Please note that the Arts Workshop has a set minimum and maximum class size for very specific reasons and therefore cannot change that set number for any particular class. In addition, we must abide by our set age requirements for our youth classes as the courses are created accordingly.
- **Weather Policy:** In general, the Arts Workshop follows the closings of DC Public schools. Sometimes we will open for evening classes or open on time even if the school system decides not to. You may call the office (202) 547-6839 to confirm the Arts Workshop's schedule during severe weather. If inclement weather occurs later in the afternoon, evening or on a Saturday, the Arts Workshop reserves the right to close and cancel activities. Classes cancelled due to inclement weather will be made up, if calendar and space permit.
- **Make-Up Week:** Most adult and early childhood classes have a make-up day built into the schedule, to accommodate inclement weather or an instructor's absence; there are no make-up classes to accommodate student absences.
- **Withdrawals:** 100% tuition **refund** is given prior to the first day of class, 75% tuition **credit** is given prior to second class. All withdrawals must be done in writing via email or postal mail. No verbal notifications will be accepted.
- **Dismissals:** The Arts Workshop reserves the right to dismiss any student because of disciplinary problems and/or past due tuition payments. Students dismissed will not receive tuition credits or refunds.
- **Photo/Video/Recording Release:** I hereby give my consent to the photographing, videotaping, and recording of my self, my artwork and my performances, or those of my child. The Arts Workshop is authorized to use or cause to be used all photography, videotaping, recordings and my name for advertising, publicity, commercial or other business purposes. Others may use and/or reproduce said photographing, videotaping, and recording with or without the Arts Workshop's consent. I release the Arts Workshop and its entire staff, faculty, customers, and the Arts Workshop' s appointed advertising agencies and their staff, faculty, and customers from all claims of any kind on account of such use.

Our staff and faculty strongly believe in the mission, vision, and values of the Arts Workshop and will do all that is possible to uphold them. Our policies are here to effectively create an atmosphere where students can engage in building connections, participate actively, and grow individually through the arts. We appreciate your support in making this possible.

X: _____
Parent or Adult Student Printed Name

X: _____
Parent or Adult Student Signature

Date: ____/____/____