



Capitol Hill Arts Workshop (CHAW) Class Registration Form

Recorded By _____

Account (Parent/Guardian) Information *required			
* Account Name:			* Date:
* Address:		* City/State:	
* Home Phone:		* EMAIL:	
* Cell Phone:		* Work/Day Phone:	
Account Name #2:		Work/Day Phone:	
Cell Phone:		EMAIL:	
Student Questions 1-4 are optional and are used by CHAW Specifically for grant writing purposes			
1. Gender	2. Race/Ethnicity	3. Have you taken classes with CHAW before?	
4. How did you hear about CHAW?			
Course Selection			
Student Name / (Grade (YAP only))	Birthday <small>(if child)</small>	Course Name - Please include Class Day	Tuition
Youth Arts Program - Optional Van Service **Pick up for YAP ONLY - must be in K and 4pm Class**			
School Name and Teacher:		Fall <input type="checkbox"/> Winter/Spring <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> <small>_____ /day</small>	
Payment Information			
SUB TOTAL:	Coupon Code:	Registration Fee? <input type="checkbox"/> (\$10 if new account)	Would you like to contribute to our Tuition Assistance Program? \$ _____ <small>(tax deductible gift)</small>
GRAND TOTAL:	Check #: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		Exp. Date: _____
Check amount:	# _____	Sec. Code: _____	**Payment Plan** Day each Month? <input type="checkbox"/> 1st or <input type="checkbox"/> 15th Number of payments? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Payment plans are split in UP TO 4 monthly payments on either the 1st or the 15th of the month
 Contact the office if you would like a further extended payment plan

I understand that I am responsible for and agree to pay all charges I incur at CHAW and that if I withdraw, I must do so in accordance with the policies and procedures outlined on the next page. I have read and agree with the policies outlined.

 Parent or Adult Student Signature

 Date:

Capitol Hill Arts Workshop

Policies Agreement

These policies reflect our efforts to provide the most efficient and judicious approach to registration at CHAW. Please email the Program Manager, Stephanie Morse (stephanie@chaw.org), with any specific concerns or questions.

Withdrawals, Refunds and Cancellations

If a class has insufficient enrollment, CHAW reserves the right to cancel the class. We will then refund all tuition payments. If a student wishes to withdraw from a class, notice must be given to CHAW **in writing**. Students may submit these requests to stephanie@chaw.org. *Verbal notice or requests cannot be accepted.*

Class Refund Policies

Withdrawal	Refund/Credit
Before 1st class begins	Full Tuition Refund less an administrative fee of 10% of class tuition
After 1st class	75% Tuition Refund or credit towards another class at CHAW
After 2nd class	75% Tuition Credit towards another class at CHAW
After 3rd class	No tuition credit or refund

No refunds for one day workshops, or pro-rated class registrations. Class transfers may be available.
(Note: refund schedule includes all associated fees, including cost of van services and may take up to 20 business days to be processed.)

Camp Refund Policies

Full refunds are available until June 1st, 50% refunds are available until June 15th. There are no refund/credits after June 15th. Students may transfer payment to another camp week.

Administrative Fees

There is a one-time, non-refundable registration fee of \$10 per family. There is an administrative fee of 10% of class tuition to withdraw from a class before the first class meeting.

Age Requirements & dismissal

Age requirements are strictly enforced and students must be the required age before the first class. With the exception of classes we are students under the age of 18 are welcomed in the course description, minors may only attend classes with the permission of the executive director and the instructor. No minor may attend an adult class unless accompanied by an adult registered for the same class. CHAW reserves the right to dismiss any student because of frequent absences, disciplinary reasons, and/or overdue tuition payments. Students dismissed for these reasons will not received a refund or credit of any tuition or fees.

Discounts

CHAW offers senior citizens age 60 and older a 20% discount on class tuition. Please provide your date of birth at the time of registration to qualify for the senior discount. Gift certificates and coupons must be turned in with registration to receive discount. Please refer to class catalogs for information on other discounts.

Tuition Payments/Payment Plans

Tuition is due at the time of registration. Please note: all returned checks are subject to a \$25 fee. Late payments are subject to penalty fees. If needed you may arrange up to 5 monthly account payments *including* a down payment. A 25% down payment is due at time of registration. Contact Shahidah at shahidah@chaw.org to set up a payment plan if necessary.

Inclement Weather

In general, CHAW follows the schedule of DC Public Schools. However, on occasion we will open for evening classes/events or open on time even if the school system is operating under a modified schedule. Please call the office (202) 547-6839 to confirm CHAW schedule during severe weather. If inclement weather occurs later in the afternoon, evening, or on a Saturday, Cha reserves the right to close and cancel all scheduled activities. Notification will be posted on the CHAW website and on the main phone number. Class is canceled due to inclement weather will be rescheduled if calendar and space permit. Every effort will be made to reschedule them. In the event of a DCPS school delay, all classes scheduled prior to 12:00 noon will be canceled. Youth Arts Program classes will run as scheduled with van pick-up (as permitted by the condition of the roads).

Photo/Video/Recording Release

I hereby give my consent to the photographing, videotaping, and recording of myself, my artwork and my performances, or those of my child. CHAW 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 photography, videotaping and recording with or without CHAW's consent. I release CHAW and its entire staff, faculty, customers, and CHAW's appointed advertising agencies and its staff, faculty and customers from all claims of any kind on account of such use.

CHAW prohibits discrimination against or harassment of on the basis of non-merit factors such as race, color, age, religion, sex, disability, marital status, national origin, political affiliation, sexual orientation, personal appearance, family responsibilities, matriculation, source of income, place of business or residence, pregnancy, childbirth or related conditions.