

# Registration Form

**FALL 2010**

Please print and fill out form completely. Call (914) 967-0700 with any questions.

\_\_\_\_\_  
Name (person responsible for payment) DATE

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Home Phone Alternate Phone Best Daytime Number Email address

## Membership

- |  |  |
|--|--|
| <input type="checkbox"/> Medici Patron (\$5,000 and above) | <input type="checkbox"/> Supporter (\$250-\$499)       |
| <input type="checkbox"/> Grand Patron (\$2,500-\$4,999)    | <input type="checkbox"/> Family (\$100-\$249)          |
| <input type="checkbox"/> Patron (\$1,000-\$2,499)          | <input type="checkbox"/> Individual (\$40-\$99)        |
| <input type="checkbox"/> Benefactor (\$500-\$999)          | <input type="checkbox"/> Senior Individual (\$25-\$39) |

My matching gift form is enclosed      Membership Enclosed \$ \_\_\_\_\_



51 Milton Road  
Rye, NY 10580  
(914) 967-0700  
Fax: (914) 967-4495  
ryeartscenter@gmail.com  
www.ryeartscenter.org

**MEMBERS! YOU RECEIVE A  
DISCOUNT ON CLASSES:**  
10% discount - Family level & below  
15% discount - Supporter level & up

## Classes/Workshops

Student Name (First and last)	Date of Birth	School (Currently Attending)	Class Name / Day & Time / Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please check:**

- I have read and understand the general information/policies page of the course catalog.
- I would prefer to receive materials from the RAC (catalog, newsletter, etc.) via email or the web.

### Form of Payment

### Credit Card (address needed)

<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Check</b> <small>(made out to The Rye Arts Center)</small> <input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>Mastercard</b> <input type="checkbox"/> <b>American Express</b>	<p>_____</p> <p><b>Account Number</b> <span style="margin-left: 150px;"><b>Exp. Date</b></span></p> <p>_____</p> <p><b>Signature</b></p>	<p><b>Total</b></p> <p>\$ _____</p>
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**FOR OFFICE USE ONLY**

ACCT# _____	<input type="checkbox"/> THRIVA	<input type="checkbox"/> QB	<input type="checkbox"/> MEM CARD	DATE PROCESSED _____
INITIAL _____	INITIAL _____	INITIAL _____	<input type="checkbox"/> AH	

## **ADMINISTRATIVE HOURS**

Monday – Friday, 9:30am - 5:00pm  
Saturday: 9:00am-4:00pm

## **SUPPLIES**

Children's Art Classes: Arts supplies are provided unless otherwise noted. Children should bring their own smocks to each class to protect their clothes.  
Adult Art Classes: Adults bring their own supplies. Please call for a supply list.

## **SCHOLARSHIPS**

Limited scholarships are available for those in need. Please call if you or someone you know would like to apply.

## **DIRECTIONS**

The Rye Arts Center is located at 51 Milton Road and is immediately accessible from Boston Post Road, I-95 and I-287. Please call (914) 967-0700 and press 1 for detailed directions if needed.

## **REGISTRATION**

Registration can be made by phone, mail, in person or on-line. Check, cash, money order or credit card will be accepted. The center does not send out written confirmation notices. Students are guaranteed a place only after full payment is received. Members receive a 10% discount on group classes, Family Level and below, and a 15% discount for Supporter level and up (does not apply to private lessons & Suzuki and Piano Pals programs.)

**Class confirmation:** Please call if you wish to confirm receipt of your registration form. You will not be contacted unless your class is not full or has been cancelled. Enrollment is limited. Registrations are processed in order of receipt. No enrollment is confirmed without payment.

## **FEES**

### **NEW POLICY: APPLIES TO ALL CLASSES (GROUP & PRIVATE LESSONS FOR ALL SCHOOLS)**

Any account with a balance more than 30 days old will receive a \$40 finance charge.

\$25 administrative charge will be made for class withdrawal.

\$25 service charge for returned checks or charges.

Membership fees are not refundable. Classes canceled by RAC that have not met enrollment are fully refundable.

## **CLASS WITHDRAWAL**

Withdrawals must be made at least one week prior to the first scheduled class and must be done through the School Directors. No refunds will be made for withdrawals if less than one week's notice is given prior to the first class. No refunds will be made once the class begins. No refunds or credits will be issued due to outside schedule conflicts once a class has begun.

**MUSIC SCHOOL:** Students who withdraw prior to the first 6 lessons of the semester will receive a credit for the balance of lessons minus a two lesson penalty. Students who withdraw after the first 6 weeks will not receive a credit unless they move away or there is an extenuating illness.

## **SCHOOL LESSON & MAKEUP POLICIES**

The RAC reserves the right to supply a substitute in the event of teacher absence. If a substitute is not provided, the lesson/class will be rescheduled. There are no makeups for missed group classes. Classes cancelled due to teacher absence or weather closures will be rescheduled. Makeups cannot be carried over into another semester. If a student cancels a makeup lesson, it will not be rescheduled. The Rye Arts Center also reserves the right to cancel any classes or workshops that are under-enrolled.

**MUSIC SCHOOL:** Private Music, Suzuki Music and Piano Pals Programs are designed to run throughout the school year, although tuition payment is on a semester basis. Lessons are held weekly at a mutually agreed upon time with the instructor. This becomes your reserved lesson time and regular attendance is expected. Start up of lessons, including introductory lessons must be secured by check or credit card prior to the first lesson. 24-hour notice is required in order to reschedule or make up a lesson. This will be based on room and teacher availability and must be coordinated with the individual instructor.

### **Private Music/Suzuki/Piano and Guitar Pals Programs**

*Fall Term:*

1 makeup if registered for the full semester.

No makeup if registered for 6 or fewer lessons.

*W/S Term:*

2 makeups if registered for the full term.

1 makeup if registered for at least 10 lessons.

No makeup if registered for fewer than 10 lessons.

*Summer Term:*

1 makeup if registered for 6 or more lessons.

No makeup if registered for less than 6 lessons.

## **CLOSURES & DELAYS**

PLEASE SEE OUR WEBSITE FOR LIST OF DAYS RAC IS CLOSED. Holiday and vacation days follow The Rye City School Calendar. This does not apply to Superintendent's Conference Days or Professional Development Days. Weather related closures/delays follow The Rye City School District. A message regarding cancellations/delays will be recorded on The Art School Director's Office, ext. 24 and The Music School Director's Office, ext. 23.

## **STUDENT SAFETY**

CHILDREN SHOULD BE ESCORTED BY PARENT/CAREGIVER TO AND FROM THEIR CLASSES. IF CHILDREN CANNOT BE ESCORTED, PLEASE USE THE WALKWAYS LOCATED AT THE REAR OR THE EXIT-SIDE ENTRANCE OF THE BUILDING. STUDENTS MUST REMAIN INSIDE THE BUILDING UNTIL PICK UP.

## **STUDENT CODE OF CONDUCT**

For the benefit of the learning experience for all of our students, we reserve the right to request parental supervision, or in extreme cases, the right to ask a disruptive student to leave the classroom, in the event a student fails to meet a reasonable standard of behavior, including respect for other students and teachers.