

Art Institute of Weston APPLICATION FORM

Suite 1600, 2900 Glades Circle, Weston, FL 33327 - (954)639-9050

www.ArtInstitute.info

STUDENT's Name:		Date:	
		/ /	
Address:			
City:		State:	Zip code:
Student's Birthday:	Age:	Sex:	Referred by:
/ /		[] M [] F	
PARENT'S Name/Emergency Contact:			
Home phone:		Work Phone:	
Mother's Name:		Father's Name:	
Mother's Cellular:		Father's Cellular:	
Mother's email:		Father's email:	
ART EXPERIENCE:			
Have you taken art classes before? [] Yes [] No			
How long? [] Years [] Months			
What type? [] Painting [] Oil [] Acrylic [] Drawing [] Pastel [] Cartoon			
Other _____			
Where did you take art classes? _____			
Have you been a student of the Art Institute of Weston before?			
[] Yes [] No When? _____			
What do you expect to get out of these classes?			
Any medical problems:			
(Explain here)			
Please, list all individuals (including parents) allowed to pick up child:			
1- Name:	Relationship:		
2- Name:	Relationship:		
3- Name:	Relationship:		
4- Name:	Relationship:		

Policies, Rules and Regulations

- 1) **Registration:**
Students must be registered each year. Fee for the first registration is \$75.00. Subsequent registration will be \$50.00 payable each September. These registrations permit the student to take different classes within a year without further registration fees.
- 2) **Space Reservation:**
To keep our class size small, we only provide a limited number of spaces. If there is space available, you may charge your class date once a year at no charge. Further changes will incur a \$25.00 fee.
- 3) **Cancellations:**
Students must cancel their class five days prior to the first day of class to receive a refund of money paid per class. Registration fee will not be refunded. Class fee will not be refunded if class is cancelled less than five days before class begins or after classes have started.
- 4) **Payments:**
Payment is required on the first day of each month. If payment is not made by the 15th of the month, a \$25.00 late charge will be incurred.
- 5) **No Class Dates:**
Classes are not held on the following dates:

January 1st	Good Friday	4 th of July
Yom Kippur	Labor Day	Thanksgivings Day
		Last 2 weeks of December

- 6) **Student Responsibilities:**
Students are requested to be on time, conduct themselves properly and respect other students. The Art Institute of Weston has the right to dismiss any student that does not comply with the rules of the Institute. *Brushes* and *palates* are to be cleaned after each class.
- 7) **Missing Classes:**
Students are assigned a space that is theirs as long as tuition is paid. If a student misses a class, we do not fill that space. There are 4 make-up classes during the year. Administration must be notified when making up a class in advance. Missed classes are not substituted for payments.
- 8) **Missing Months:**
Students who notify the Administration in advance that they wish to suspend for a full month may do so at no charge. Space will be held open. This is permitted one month per year. If no payment is made for the following month, the space will be reassigned. Later continuation will incur in a new registration fee of \$50.00. If the student does not notify the Administration that they will not attend the second month, they will be billed and be responsible for that month tuition.
- 9) **Art Work In Progress:**
Unfinished artwork is not permitted to be taken from the school and is assumed to belong to the Institute. Once completed to the satisfaction of the instructor, it becomes the property of the student.

10) **Permission:**
I _____ hereby grant permission to the Art Institute of Weston to use photos, video tapes, DVD, or any other record of classes, programs, or artwork for any purpose.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY, and agreed to all the rules and regulations of the Art Institute of Weston:

Name:	Date:
-------	-------

Signature: (sign here)

Approved by: