

# DURHAM ARTS COUNCIL SCHOOL

## REGISTRATION INFORMATION

### How did you hear about DAC School?

- Herald Sun     Carolina Parent     Independent  
 WUNC (radio)     Other: \_\_\_\_\_

### \*\*\* REGISTRATION ON-GOING \*\*\*

Help us serve you better by registering early! Mail-in registration for courses begins as soon as you receive this catalog! Course start dates vary throughout the term.

**MAIL-IN OR FAX-IN REGISTRATION** for courses begins as soon as you receive this catalog. Mail your completed registration form with your Mastercard or Visa information or a check (payable to Durham Arts Council) to: Registrar, Durham Arts Council, Inc., 120 Morris St, Durham, NC 27701-3242. Our Fax number is 919-560-2725.

**WALK-IN REGISTRATION** is between 9:30 am and 5:30 pm, Monday - Friday in the Education Office, located on the main floor in the Durham Arts Council.

**PHONE-IN REGISTRATION** is accepted with a VISA or Mastercard between 9:30 am and 5:30 pm Monday-Friday. Call 919-560-2726.

**REGISTER EARLY!** Many courses fill quickly so we urge you to register early. Enrollment is guaranteed only by payment of your course fee and space availability. Only registered students are permitted in class.

**CONFIRMATIONS** We do not send confirmations for these courses.

Unless notified by the Education Office, students who have registered should assume that their course will meet as scheduled. DAC School tries to schedule instructors well in advance of each term. On occasion, unforeseen circumstances require DAC to substitute instructors.

## PAYMENT OPTIONS

DAC School offers several options for tuition payment.

**INSTALLMENT PLANS** - Automatic installments of two equal credit card payments are available on the registration form. Installments are not available for 1-day workshops or courses costing less than \$75. You are required to pay the full course fee regardless of your attendance.

**SENIOR DISCOUNTS** - Students age 65 and older are eligible for a 20% discount on tuition.

**CHILDREN'S SCHOLARSHIPS** - Partial scholarships are awarded on the basis of financial need, student interest and available funds. Applicants must complete and return a scholarship request and registration form at least one week prior to the first class. Candidates will be notified by phone and through letter. Please call our office for more information at 560-2726.

**OPPORTUNITIES FOR ADULTS** - DAC School offers some work study opportunities for adult students. Call 560-2726 for further information about any of the options described above.

## CANCELLATION, WITHDRAWAL & REFUND

Enrollment is limited in our courses and workshops and your participation is important to us. Once you have enrolled, we are counting on you to attend. If you must withdraw from a course, we provide these options:

**IF DAC CANCELS A COURSE...**

You will receive a full refund. Please allow 3-4 weeks for processing.

**IF YOU NEED TO WITHDRAW FROM A COURSE...**

You must notify DAC School's registrar at least one week before the first class, in writing. You will receive a refund less a \$10 service charge per course. Please allow 3-4 weeks for processing.

**IF YOU HAVE AN EMERGENCY...**

If an emergency prevents you from continuing your course, DAC may extend credit toward a future course, at the registrar's discretion. Any credit you receive from DAC will be valid for one year from the date you notify us. DAC will not extend credit for occasional classes missed due to illness or other circumstances

**IF YOUR SCHEDULE CHANGES...**

You will not receive a cash refund. You may transfer your remaining balance to another course in the same term for you or a family member.

**INCLEMENT WEATHER...**

In case of inclement weather, DAC will incorporate the same policies as those of the Durham County and City schools.

**DURHAM ARTS COUNCIL, INC. MAKES ALL OF ITS PROGRAMS, FACILITIES AND SERVICES AVAILABLE WITHOUT REGARD TO RACE, COLOR, SEX, CREED, RELIGION, ANCESTRY, NATIONAL ORIGIN, AGE, DISABILITY, GENDER PREFERENCE, MARITAL STATUS OR POLITICAL AFFILIATION.**

**IF YOU OR YOUR GROUP HAS SPECIAL ACCESSIBILITY NEEDS IN THE DAC BUILDING, PLEASE CONTACT THE DAC DIRECTOR OF FACILITIES AT (919) 560-2711. FOR PROGRAM ACCESSIBILITY NEEDS, PLEASE CONTACT THE DAC SCHOOL DIRECTOR AT (919) 560-2735.**

Register 24/7 online at [www.durhamarts.org](http://www.durhamarts.org)

STUDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: ( ) \_\_\_\_\_ WORK: ( ) \_\_\_\_\_

CELL PHONE: ( ) \_\_\_\_\_

IF CHILD, DATE OF BIRTH: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

MOTHER/GUARDIAN: \_\_\_\_\_

FATHER/GUARDIAN: \_\_\_\_\_

**EMAIL ADDRESS REQUIRED:** \_\_\_\_\_

NAME OF COURSE	COURSE #	AMOUNT
1.		
2.		
3.		
4.		
5.		
6. Save Paper and remove me from your mailing list. check box <input type="checkbox"/>		
7. DONATION TO THE DAC FINANCIAL AID/SCHOLARSHIP FUND?		
8. DONATION TO DURHAM ARTS COUNCIL'S ANNUAL ARTS FUND?		
<b>TOTAL ENCLOSED:</b>		

**CHECK ENCLOSED** (MAKE CHECK PAYABLE TO DURHAM ARTS COUNCIL, INC.)  
 A fee of \$30.00 will be charged for all returned checks.

MASTERCARD     VISA

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

**Please Note: A credit card must be used for multiple payments.  
 No installments for 1-day workshops or courses under \$75.**

I will pay my fee(s) in two equal installments of \$\_\_\_\_\_ each. The first payment is due upon registration and the second payment is due no later than half-way through the class session. I understand that I am obligated to pay the full course fee regardless of my attendance and that refunds are subject to the terms outlined under Course Cancellations and Refunds to the left. If you are charging your registration, we will automatically charge your second payment on or around the half-way mark of your class session unless we hear from you otherwise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Durham Arts Council, Inc. occasionally take photographs of classes for use in DAC publicity.*

**WAIVER OF LIABILITY:** In consideration for Durham Arts Council, Inc. making its programs available to me and/or my child, I hereby release Durham Arts Council, Inc. its employees, volunteers and agents from any and all liability, cost or expense associated with any injury I and/or my child may sustain while participating in the above programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MARK YOUR CALENDAR; WE DO NOT SEND CONFIRMATIONS. FAX: 919-560-2725  
 MAIL TO: REGISTRAR, DURHAM ARTS COUNCIL, 120 MORRIS STREET, DURHAM, NC 27701-3242**