

# DURHAM ARTS COUNCIL SCHOOL

## REGISTRATION INFORMATION

### How did you hear about DAC School?

- The 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. You must be registered in a class in order to attend a 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 AND REFUND POLICY

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 DAC cancels a course you will receive a full refund. Please allow 3-4 weeks for processing.

A Participant wishing to withdraw from a class that has not been cancelled by DAC must provide a written request at least one week before the scheduled start of the class. They may receive full refund minus a \$10 processing fee per participant per class. Please allow 3-4 weeks for processing. Within the week prior to the start of a class or after a class has begun, refunds or credits will not be given. In the case of verified medical/hardships a credit may be given.

Any credit you receive from DAC will be valid for one year from the date you notify us and must be used by someone on the same account as original registrant. DAC will not extend credit or provide make up classes for occasional classes missed due to illness or other circumstances.

### INCLEMENT WEATHER

In case of inclement weather DAC classes will be cancelled if the DAC building is closed. Students should call 919-560-2787 for building closures. If the DAC building is open or on a delayed opening or early closure during inclement weather classes may be cancelled on a case by case basis and students will be contacted by their instructor or DAC staff.

**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.**

The DAC building has designated accessible parking in the surface lot directly south of the building. Ramps to the north and south of the building with approved handrails and automatic door openers provide access to all three main exterior entrances to the DAC. Within the building an elevator provides access to each level. Wheelchair-accessible restrooms are located on each level of the building. Restrooms in the main and lower levels are equipped with automatic door openers.

Service animals are welcome inside the DAC building and must remain on a leash or in a harness at all times.

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 and least two weeks prior to the program you plan to enroll in.

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 and registration will be removed.

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: \_\_\_\_\_

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 any Durham Arts Council programs. In the event of an emergency, I give my permission to Durham Arts Council, Inc. to call for Emergency Medical Services (911) and/or to select a physician to secure proper treatment for my child. Durham Arts Council, Inc. occasionally takes photographs of classes for use in DAC publicity. Therefore, I grant Durham Arts Council, Inc. permission to photograph and/or record me or my child's likeness and voice using video, audio, photographic, digital, electronic or any other medium (collectively referred to as "the recordings") as part of my participation in classes or camps. I acknowledge that all rights, title and interest to the recordings will belong to Durham Arts Council, Inc. Durham Arts Council, Inc. may also use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, online, podcasts, transcripts) these recordings for any purpose that Durham Arts Council, Inc., and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts. Participant names will not be listed.

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**