

# REGISTRATION FORM

(One child per form, please. You may photocopy this form or print more at our website: [www.hocoarts.org/schedule\\_of\\_classes.php](http://www.hocoarts.org/schedule_of_classes.php).)

Student Name \_\_\_\_\_ Grade entering in Fall \_\_\_\_\_

Parent name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a member of the Arts Council?  Yes  No  Joining Now (select one below)

**By becoming a member of the HCAC you will not only be helping us support the arts and artists of Howard County, you will also receive discounted rates on HCAC's classes & camps, our quarterly Arts Calendar, invitations to our exhibits, programs & events, discounts on items from our Gallery Shop, and our new Arts Advantage Card, which gets you discounts at many Howard County arts-related businesses!**

Individual \$30  Family \$50  Sustaining \$80  Patron \$150  Benefactor \$250  Partner \$500

SESSION & DATE	CLASS TITLE	AM	PM	TUITION
				\$
				\$
				\$
				\$

I am paying by (select one):

Check # \_\_\_\_\_ or \_\_\_\_\_ Visa \_\_\_\_\_ Master Card

Membership

Total Amount Enclosed

\$

\$

Credit Card # \_\_\_\_\_ 3-digit # on back of card \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

## REGISTRATION & HCAC POLICIES

- Register by phone (410-313-2787) or online ([www.hocoarts.org](http://www.hocoarts.org)) with Visa/Mastercard; in person on weekdays, 9AM-5PM at the HCAC office; or via regular mail: HCAC Camps 8510 High Ridge Road, Ellicott City, MD 21043. **Checks payable to HCAC.**
- Advance registration is required. Fees must be paid in full at the time of registration.
- Programs are subject to minimum and maximum enrollment and are filled first-come, first-served.
- Acceptance is automatic unless notified. Students are responsible for arriving on the correct day and time.
- A \$50 administrative fee will be charged for switching classes within 2 weeks of program start.

### DISCOUNTS & FINANCIAL ASSISTANCE

- Membership must be current on the first day of camp to receive member rate.
- Non-members may receive a 5% discount when registering more than one sibling from the same family.
- Howard County Arts Council provides limited financial assistance opportunities for camp. Call 410-313-2787 for information.
- Discounts cannot be combined.

### CANCELLATIONS & REFUNDS

- HCAC reserves the right to cancel any camp class at any time and refund tuition.
- Written notice up to 2 weeks prior to the class's start is required to drop a class and obtain a refund. A \$10 processing fee will be assessed. No credits or refunds will be given within 2 weeks prior to a program's start.
- Student-missed classes cannot be re-scheduled, nor will refunds/credits be issued.
- Membership fees are not refundable.

### RULES OF CONDUCT INCLUDE:

- No smoking in the building.
- No soliciting or loitering.
- No defacing property.
- No interference with employee duties.
- No disruptive, inappropriate, or indecent conduct or language.
- No unauthorized use of illegal drugs, intoxicants and/or weapons.

**HCAC strictly prohibits any conduct that is disruptive or may jeopardize the safety of others.**

### HCAC RESERVES THE RIGHT TO:

- Substitute faculty as needed.
- Adjust program details printed in this brochure.
- Photograph program participants for publicity use.
- Remove any student if he/she is disruptive or interferes with the safety or participation of others and to suspend a child from a program, without refund, after notifying parent of disciplinary problems.
- Deny registration or entry when deemed necessary for public safety.

### MEDICAL INFORMATION

- Parents are responsible for consulting with a physician regarding their child's physical condition and ability to participate in camp.
- All program participants must complete HCAC's Emergency Form/Waiver & Release and health form.
- For emergencies requiring immediate medical attention, staff will call 911 and notify the student's parent or emergency contact.
- HCAC camps are not peanut-free; however, upon receipt of notification of any food allergies reasonable safety measures are taken.