

Registration Form

You may also register online at www.delaplaine.org
Please read policies for classes, M&T Seniors Scholarship in the Arts, and special accommodations.

Mail completed form to: The Delaplaine Visual Arts Education Center,
40 South Carroll St., Frederick, MD 21701

STAFF USE ONLY
Date _____
Staff _____
<input type="checkbox"/> Class
<input type="checkbox"/> trip
<input type="checkbox"/> membership
<input type="checkbox"/> donation
<input type="checkbox"/> other

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▶ INFORMATION

Student _____

Parent (of minor) _____ age of child _____

Address _____ City _____ State _____ Zip _____

Phone (home) _____ Phone (work) _____ E-mail _____

▶ CLASSES/TRIPS

Section# _____ Class _____ Cost _____

Section# _____ Class _____ Cost _____

Section# _____ Class _____ Cost _____

▶ MEMBERSHIP

Benefits (Benefits become effective as soon as you sign up.)

- Advance notice mailings
- Invitations to special events
- Opportunities to apply to sell artwork in the Center's Gift Gallery
- Opportunities to exhibit in the Center's member exhibitions
- Opportunities to submit proposals for shows
- Discounts on classes, trips, entry fees, workshops, lectures and commission rates

\$50 Family \$40 Dual

Names of each member: _____

\$30 General \$20 Senior (over 65) \$20 Student (under 18)

▶ PAYMENT

Total Payment _____ A check is enclosed for \$ _____ (made payable to DVAEC)

Please charge my fee to: Mastercard VISA Amount: \$ _____

Card # _____ Expiration Date _____

Authorized Signature _____

▶ WHERE DID YOU HEAR ABOUT US?

DVAEC class schedule mailed picked up

Yellow pages White pages Web page: Which one Newspaper: Which one _____

Radio Station _____ TV _____ Word of mouth Other _____

Policies

Classes

- Students in the adult classes are responsible for their own supplies.
- Classes missed by students cannot be rescheduled or refunded.
- The Center reserves the right to cancel any course and guarantees tuition refunds in such cases.
- The Center reserves the right to substitute faculty when necessary.
- The Center reserves the right to ask any student to leave if he or she is disruptive or interferes with the safety of others. There will be no refund if this occurs.
- Students may drop a course and obtain a full refund, less a \$10 handling fee, upon written notification that arrives at the Center at least 5 working days prior to the first class. Class fees cannot be refunded after this time, regardless of attendance.
- Payment of class fees implies acceptance of all policies stated in this brochure.
- Payment must be received to reserve a place in a class.
- Students are not allowed in classrooms other than during times specified.

Policies to receive an M&T Seniors Scholarship in the Arts

Since the Fall 2004 M&T Bank has generously sponsored scholarships for seniors to take classes at the Delaplaine.

- To receive a scholarship a senior must be a member of the Center and over 65.
- Scholarships cover all tuition, but students must pay for the required supplies.
- To apply for a scholarship contact the Director of Instruction at 301-698-0656 x 107, or email shiggins@delaplaine.org.
- A senior may apply for a scholarship for one class per session. Scholarships are not available for workshops.
- In any one class, no more than 50% of the students can be enrolled in advance as scholarship students. However, additional spaces may be made available one week prior to the first class. You may contact us one week before the class starts to see whether additional spaces have been made available.

ADA Policies

The Delaplaine makes every effort to provide full access to all activities and educational opportunities. To ensure that we can assist students with disabilities and address their individual needs, we ask for your help:

- Students with a need for accommodations must submit the signed request form 2 weeks in advance. Request forms are available at the front desk, on our web site, or call 301-698-0656 to have one mailed.
- We require appropriate documentation of disabilities.