

Allegheny Center for the Arts
Course Registration Form

Print Name: _____

Address: _____

Phone: (____) _____

E-mail: _____

Your Birth Date: ____/____/____

ACA Member _____ Nonmember _____

Course Information

Course _____

Instructor _____

Day/Time _____

Full Course _____ Open Admission _____

Course Fee _____ Other Fee _____

(Open Admission Courses Require Three Weeks of Nonrefundable
Payment in Advance)

The undersigned (parent or guardian if under age of 18) attests that the registrant(s) is in good health and can participate in all activities and with prior knowledge of the physical nature of the activities releases Allegheny Center for the Arts (ACA) and Watt Office Supply, Inc., from any and all responsibility for injury to the registrant through negligence or otherwise while he/she is participating in the activity. The parent, guardian, or participant assumes all risks inherent in the activity and will hold the ACA and Watt Office Supply, Inc., harmless from any and all claims or causes of action that may arise from this activity. The individual and/or representative also hereby gives permission to ACA to use photographs of the participants for the promotion of ACA events and programs. The participants agree to hold ACA free and harmless from liability of any nature. The undersigned further agrees to abide by all the rules and regulations promulgated by the ACA and/or its affiliate groups.

Participate Signature

Signature of Parent/Guardian (if under 18)

Date Signed

Allegheny Center for the Arts
Yearly Membership Form

I wish to support Allegheny Center for the Arts as a member:

Name _____

Address _____

Phone _____

Email _____

I have enclosed a check or money order in the following amount:

_____ Student or Senior (60+) (\$15)

_____ Individual Supporting Crew (\$25-\$99)

_____ Family Supporting Crew (\$40-\$99)

_____ Artistic Director (100-\$999)

_____ Program Producer (\$1,000-\$5,000)

Please make all checks payable to:

ACA Membership Fees
Mail to: Allegheny Center for the Arts
P.O. Box 431
Warren, PA 16365

Thank you for your continuing support of the ACA!

Welcome to the Allegheny Center for the Arts

For information, please check our Facebook page or write to:

alleghenycenterforthearts@gmail.com

We can also be reached at: **(814)**

706-9726. The ACA holds its classes year round in the Watt Office & Design building in downtown Warren, 217 Liberty Street.

Course Policies and Cancellations

— The ACA, including its instructors, reserves the right to refuse admittance or remove students from any course or activity at any time, with due cause.

— Some courses require a minimum enrollment. The ACA reserves the right to cancel any course. A cash refund will be offered for courses cancelled by the ACA.

— The ACA follows the Warren County School District weather cancellation policy.

— There are no refunds for cancellations due to weather. However, makeup classes may be offered at the sole discretion of the instructor.

— No classes will be offered on Federal holidays. Makeup times/ dates will be determined by the instructor.

— Classes will not be offered, and the ACA schedule accommodates, these pauses in the regular course scheduling: -----No classes Thanksgiving week

— -----No classes Christmas week

Facility Information and Policies

— The ACA rooms are open for scheduled courses and functions only.

— There are no tobacco products or alcoholic beverages allowed at any time.

— All children must be accompanied by a responsible adult when not enrolled in a supervised course or activity.

— The ACA is not responsible for lost or stolen property.

— Costs of replacement/repair of any property or materials owned by the ACA or Watt Office & Design that has been lost or damaged as a result of negligent or purposeful mishandling will be charged to the responsible party(ies) and may include a parent/guardian if the responsible party(ies) is a minor.

Course Registration/Payment Information

— Payment is due in full by check or money order by the registration deadline, except for “Open Admission” courses. Call if you miss deadlines to see if you can still register for the class.

Make checks payable to:

ACA, Class Fees

Please return your completed registration form and check/money order to Watt Office & Design, or mail

(one week+ in advance of registration deadline only)

to:

ACA P.O. Box 431 Warren, PA 16365

Please be aware that the ACA will charge a \$35 fee for any returned checks.

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- Class participants are required to purchase their own materials unless stated in the course description.
- A 75% credit (only) of paid class fees will be given to class participants who cancel before or during the first week of the course session.
- No refunds will be offered when participants cancel after the first week
- Session fees will not be prorated for participants who register late or for those who miss classes.
- Registered ACA members will receive a 10% discount on all course fees.
- Registered ACA members will receive a 10% discount on all materials purchased at Watt Office & Design.
- Registered ACA members will receive a 10% for purchases at Authors, Books and Music.