

# Armory Studio Class Policies

## Registration Information

- Registration for all classes is available online or by using the paper registration form. Registration opens **10 AM on Wednesday, November 14**. Early registration is recommended.
- Register at [armoryarts.org/studio](http://armoryarts.org/studio) to receive priority seating in real time for all classes. Email confirmations will be sent once registration is completed.
- Paper registration forms are accepted, but will not receive priority seating. Forms can be downloaded at [armoryarts.org/studio](http://armoryarts.org/studio) and mailed or dropped off at our front office (Monday through Fridays, 12-5 PM). Email confirmations will be sent once registration is completed.
- For registrations requested using Charter School funds, please confirm with our registrar at [registrar@armoryarts.org](mailto:registrar@armoryarts.org) that your payment has gone through properly. Registration is not guaranteed without an email confirmation from our registrar.
- Requests to hold spaces cannot be accepted under any circumstances.

## Refunds

- A full refund minus a \$15 processing fee per class will be granted for withdrawals made in writing to [registrar@armoryarts.org](mailto:registrar@armoryarts.org) two weeks prior to the start of the first class.
- **Fee for class changes:** \$15 processing fee applies per class change. Changes may only be made within the current session. All changes must be submitted in writing to [registrar@armoryarts.org](mailto:registrar@armoryarts.org).

- A 50% refund will be granted for withdrawals made in writing to [registrar@armoryarts.org](mailto:registrar@armoryarts.org) between two weeks prior to the beginning of the session and the second class meeting.
- No refunds granted after the second class.
- Classes with insufficient enrollment will be canceled. If the Armory cancels a class prior to the first meeting, a full refund or credit will be issued in the original form of payment.
- Allow up to two billing cycles for all refunds to appear on credit card statements and up to four weeks for refund checks to be issued.
- Refunds requested 120 days after purchase date will be issued by check.

## Armory Class Policies

- No supervision of children provided before or after classes. Early drop-offs and late pick-ups prohibited. For any late pick-ups, the Armory will charge a fee of \$1.00 for the first five minutes. An additional \$1.00 per minute will be charged thereafter. If you know you are going to be late please notify the registrar at [registrar@armoryarts.org](mailto:registrar@armoryarts.org) or at 626 792 5101 x 121. Late fee will still apply. Late fees are to be paid in the front office upon student pick up with a card, check, or cash.
- We cannot provide any make-up sessions, refunds or credits for any missed classes or late registrations.
- We do not offer curb-side drop off or pick up. Parents/guardians must sign children ages 3-11 in and out of each class with the classroom teacher. Students will not be able to participate without an adult signing them in and out.

## Armory Studio Class Policies (continued)

- Registration for most available Armory classes closes by the second class meeting. Enrollment is nontransferable.
- We do not offer the option to audit classes.
- The Armory reserves the right to change, withdraw, limit class size, or modify class content or art projects at any time.
- The Armory reserves the right to substitute listed teaching artists at any time.
- The Armory reserves the right to remove, at any time, any participant whose conduct is deemed detrimental in any way.
- The Armory is not liable for personal injury or loss, theft, or damage of personal property.
- The Armory designs class curriculum for specific age ranges. We kindly request that age limits be respected. All students must meet age requirements.
- Class fees at the Armory are in exchange for services and hence are not tax deductible. The Armory is not a registered day care center and thus classes are not eligible for Flexible Benefit Plans.

## Armory Photography

- The Armory photographs and digitally records students in our Studio program. These photos and videos are for non-commercial, educational purposes, including promotion of Armory programs. By being present during these activities, you and/or your child consent to the use of your/their appearance and likeness by the Armory Center for the Arts and its licensees, designees, or assignees, in all media, worldwide, in perpetuity.

## Tuition Assistance

- Income-based tuition assistance available. Application forms can be found at [armoryarts.org/studio](http://armoryarts.org/studio) and mailed or dropped off at our front office (Monday through Fridays, 12-5 PM).
- Tuition assistance is awarded based on income level. Spaces are limited in each class. Tuition assistance spaces are first come, first served. Applications are also available at [armoryarts.org/studio](http://armoryarts.org/studio), and are processed faster than paper applications. Tuition assistance will not be credited retroactively. **See all tuition assistance policies on tuition assistance form.**

## Discounts

- Add a membership during checkout for 10% off most classes. \$60 Individual membership good for 10% off adult classes only. 10% off classes for the whole family begins at the \$100 Family Level membership.
- Seniors 60+ can receive 10% off adult tuition. Seniors with Armory memberships can receive 20% off. Contact our registrar, Julienne for a discount code before you register at [registrar@armoryarts.org](mailto:registrar@armoryarts.org) or (626) 792-5101 x121.

## En Español

Las inscripciones para las clases comienzan el **Miércoles, 14 de Noviembre, 2018**. Para más información, llame al 626.792.5101 x121.



**ARMORY**

# Winter 2019 Studio Registration Form

This form can be mailed or brought to the Armory's front office during the Registrar's office hours (Mondays-Fridays, 12-5 pm). You will receive an email confirmation once registration is completed. Register at [armoryarts.org/studio](http://armoryarts.org/studio). **Online registrations are processed in real time and receive priority seating for all classes.** Questions? Contact our registrar, Julienne, at 626.792.5101 x121 or registrar@armoryarts.org.

**Armory Center for the Arts**  
 145 N. Raymond Ave., Pasadena, CA 91103  
 626.792.5101 x121

\_\_\_\_\_  
 Today's Date

Check One:  I am registering my child  I am an adult student

Parent/Guardian or Adult Student Name \_\_\_\_\_ Relationship to Child (if applicable) \_\_\_\_\_  
*(enter child's name on next page)*

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_

Primary E-mail (this will be your Armory household email) \_\_\_\_\_

( ) - ( ) - ( ) -  
 Home Work Mobile

Child's School (if applicable) \_\_\_\_\_ Child's School District (if applicable) \_\_\_\_\_

I previously made a studio registration account online under the name \_\_\_\_\_

## Emergency Information

**In the event I cannot be reached at the above phone number(s), I authorize the following individual(s):**

( ) - ( ) -  
 Name Primary Phone Cell Relationship to Student


( ) - ( ) -  
 Name Primary Phone Cell Relationship to Student

If the person(s) named above cannot be reached, I authorize a representative of the Armory to give my consent to any emergency treatment, transportation and/or hospital care which a licensed physician may deem necessary. I further understand that all costs of paramedic transportation, hospitalization, examination, x-ray, or related treatment provided in relation to this authorization shall be paid by the undersigned.

## Any Special needs/allergies?

Name of student: \_\_\_\_\_

Special Need/Allergy: \_\_\_\_\_

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# Winter 2019 Studio Registration Form (continued)



## Select Classes

For each student being registered, please fill in the first box with the **class number and name** of your first choice. Second and third choices should be placed in the next boxes. If your first choice is full you'll automatically be placed in your second choice, etc.

Student's Name	Age	D.O.B.	Gender
Class Number & Name - 1st Choice	2nd Choice	3rd Choice	

Student's Name	Age	D.O.B.	Gender
Class Number & Name - 1st Choice	2nd Choice	3rd Choice	

Student's Name	Age	D.O.B.	Gender
Class Number & Name - 1st Choice	2nd Choice	3rd Choice	

## Add a Membership

Add an Armory Membership now and receive 10% off now.  
**Please Note:** \$60 *Individual* membership good for 10% off adult classes **only**. 10% off classes for the whole family begins at the \$100 Family Level membership.

\$60 Individual  \$100 Family  \$250  \$500  \$1,000  \$2,500

## Existing Members

I'm already a member at this level:  Individual  Family or higher

## Make A Payment & Accept Armory Policies

*Visa, Master Card, American Express, or checks payable to Armory Center for the Arts. Please do not mail cash.*

Tuition: \$ \_\_\_\_\_

Materials: \$ \_\_\_\_\_

Membership: \$ \_\_\_\_\_

Awarded Tuition Assistance: \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

VISA  MC  AMEX  CHECK

Card Number \_\_\_\_\_ Exp. \_\_\_\_\_ Security Code \_\_\_\_\_

**All students involved in the Studio Program shall be deemed to have waived all claims during or by reason of the program or activities. By signing below, I acknowledge that I have read and I accept all of the Armory's Policies:**

## Parent or Adult Student Signature (required for enrollment)

You will receive an email confirmation once your registration is received and processed.

# Studio Tuition Assistance Form

Tuition assistance application is also integrated into the online registration system at [armoryarts.org/studio](http://armoryarts.org/studio). If you are applying/registering online, you do **not** need to submit this paper form.

**Tuition assistance spots are limited. Early application strongly encouraged.**

Armory Center for the Arts  
145 North Raymond Avenue  
Pasadena, CA 91103

<b>For Armory Use Only</b> Date Submitted: _____ % Eligibility: _____
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## 1. Contact Information

Applicant Name

Address

City State Zip Code

( ) - ( ) - ( ) -  
Home Work Cell

E-mail (your award letter will be emailed to this address)

Check all that apply:

- Student?  
 Parent?  
 Guardian?

## 2. Household Information

List names and ages of all children and adults for whom you are requesting financial aid. Include yourself if you want financial aid for yourself in addition to your family members.

Name Age

Name Age


Name Age

Name Age

## 3. Required Documents

Only submit documentation listed below. Pay stubs or other documents are not accepted.

- Attach a copy of the **first page of your most recent income tax return (1040 form)** indicating total annual income.
- **Also attach one of the following documents:**
  - CalFresh (SNAP) Certification Letter
  - Healthy Way LA Acceptance Letter
  - Medi-Cal Acceptance Letter
  - WIC Acceptance Letter
  - Welfare Acceptance Letter

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on next page 

## 4. Tuition Assistance Eligibility Guidelines

Maximum Annual Income (as found on line 22 of your 1040 tax form)

# of Dependents (as noted on tax return)	90% Financial Aid	50% Financial Aid
ONE	\$ 13,600	\$ 22,050
TWO	\$ 18,500	\$ 30,240
THREE	\$ 23,000	\$ 36,000
FOUR	\$ 27,900	\$ 45,580
FIVE	\$ 32,500	\$ 49,680
SIX	\$ 37,500	\$ 54,570
SEVEN	\$ 42,000	\$ 57,780
EIGHT OR MORE	\$ 43,000	\$ 71,000

## 5. Policies

- **Please allow 1 week for processing.**
- The requested information is required in order to help us determine your eligibility.
- All information is confidential.
- No class registrations accepted prior to approval. Tuition Assistance will not be credited retroactively.
- Tuition Assistance is not a guarantee of enrollment; we encourage prompt registration.
- Maximum annual financial aid per student is 90% of the total cost of two Armory courses. All students are required to pay at least 10% of total fees for each Armory course plus materials fees.
- Financial aid must be used within one year of initial approval.
- Maximum of 2 Tuition Assistance spots available per class.
- You will need to submit a new application each year.
- Tuition assistance is awarded based on income level.
- The Armory keeps your application filed for one year from the date of your acceptance letter.
- The Armory does not discriminate against any applicant because of race, creed, color, religion, sex, national origin, ancestry, age, sexual orientation, or ability. Nor does it discriminate on the basis of an individual's physical or mental ability or because of a person's veteran status.

## 6. Eligibility Worksheet (To be completed with application)

- 6a. Have you read through the income eligibility requirements and policies?
- Yes. Proceed to section 6b.  
 No. Please review the above requirements and policies below before submitting form.
- 6b. Are you submitting your tax return (1040) face sheet?
- Yes. Indicate amount on line 22 \_\_\_\_\_ and line 6D \_\_\_\_\_ on the 1040, then proceed to section 6c.  
 No. Proceed to section 6d below.
- 6c. Review your 1040. Does your income fall within the above income eligibility guidelines?
- Yes. Please sign and submit form to Armory registrar.  
 No. Sorry, you do not qualify for financial aid.
- 6d. Are you including your tax return **and** one of the approved documents listed in section 3?
- Yes. Please sign and submit form to Armory registrar.  
 No. Please review above requirements before submitting form.

## 7. Signature and Authorization

Please sign to complete application and to affirm that all information and documents are accurate and authentic. By signing you authorize the Armory to verify the validity of all information and forms supplied by you and that you have read and accept all policies listed above in section 5.

Applicant Signature

Date

Thanks to donor and endowment support, the Armory is able to offer tuition assistance to participants in its tuition-based programs. Please allow one week for processing. Thank you.

**ARMORY**