

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, March 27**. Early registration is recommended.
- Register at **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 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 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 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.
- A 50% refund will be granted for withdrawals made in writing to 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 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 curbside 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.
- 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.

Armory Studio Class Policies (continued)

- 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.

Summer Policies

- Please note that no supervision of children is provided before 8:30 am or after 4 pm. We ask that you arrive promptly in the Studio.
- During the summer session, we provide staff supervised breaks only if your children are enrolled in consecutive classes. Sack lunches, snacks, and drinks must be provided from home.
- As a courtesy, the Armory provides a daily sign-in and sign-out form in the main lobby. Please leave the best number to reach a parent or caregiver directly each day when signing in. If your child will be dropped off or picked up by someone other than a parent, please write their name and phone number on the sign-in sheet.
- If your child is going to be absent, it is not necessary to call.

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.

Scholarship Application

- Income-based scholarships are available. Application forms can be found at armoryarts.org/studio and mailed or dropped off at our front office (Monday through Fridays, 12-5 PM).
- Scholarships are awarded based on income level. Spaces are limited in each class. Scholarship spaces are first come, first served. Applications are also available at armoryarts.org/studio, and are processed faster than paper applications. Scholarships will not be credited retroactively. See all scholarship policies on scholarship 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 an additional 10% off. Contact our registrar, Alheli for a discount code before you register at registrar@armoryarts.org or (626) 792-5101 x121.

En Español

Las inscripciones para las clases comienzan el **Miércoles, 27 de Marzo, 2019.**

Para más información, llame al 626.792.5101 x121.

The logo for Armory, featuring the word "ARMORY" in a bold, white, sans-serif font centered within a solid red rectangular background.

Summer 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**. **Online registrations are processed in real time and receive priority seating for all classes.** Questions? Contact our registrar, Alheli, 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

Registrar Hours

Non-Summer Hours: Monday - Friday, 12 - 5 PM
Summer Hours: Monday - Friday, 10 AM - 4 PM

Check One: I am registering my child I am an adult student _____ Today's Date

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

Address

City State Zip

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: _____

Summer 2019 Registration Form (continued)

Select Classes

For each student being registered, please fill in the week number, then the class number and name of your first and second choice. If your first choice is full you'll automatically be placed in your second choice, etc.

Student's Name	Age	D.O.B.	Gender
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	

Student's Name	Age	D.O.B.	Gender
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	
Week _____	1st Choice Class Number + Class Name _____	2nd Choice Class Number + Class Name _____	

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. **See page 28 for all membership levels and benefits.**)

\$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: \$ _____
(if applicable)

VISA MC AMEX CHECK

Total Enclosed: \$ _____

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 in this course catalog:

Parent or Adult Student Signature (required for enrollment)

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

Studio Art Class Income-based Scholarship Form

Scholarship application is also integrated into the online registration system at armoryarts.org/studio. If you are applying/registering online, you do not need to submit this paper form.

Scholarship spots are limited.
Early application strongly encouraged.

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

For Armory Use Only Date Submitted: _____ % Eligibility: _____

1. Contact Information

Applicant Name

Check all that apply:

- Student?
- Parent?
- Guardian?

Address

City

State

Zip Code

() -

() -

() -

Home

Work

Cell

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

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

Continues
on next page 

4. Income-based Scholarship 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. Scholarships will not be credited retroactively.
- Receiving a scholarship 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 scholarship spots available per class.
- You will need to submit a new application each year.
- Scholarships are 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 scholarships to participants in its tuition-based programs. Please allow one week for processing. Thank you.