

## COURSE REGISTRATION FORM

### HOW TO REGISTER:

**In Person:** Bring a completed registration form and payment to the Center during our administrative hours: Monday thru Friday, 9:00 a.m. to 4:00 p.m.

**By Telephone:** Call 941-383-2345 during our administrative hours, Monday thru Friday, 9:00 a.m. to 4:00 p.m... Please have your Master Card or Visa Card number ready.

**By Fax:** Send a completed registration form including your Visa or Master Card payment information to our secure fax number  
941-383-7915.

**By Mail:** Complete the registration form and send it along with your payment to:

Longboat Key Center for the Arts  
Attn: RCAD Continuing Studies Registration  
6860 Longboat Drive South  
Longboat Key, FL 34228

### REGISTRATION: *(Please print clearly)*

First Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Apt: \_\_\_\_\_  
Local Phone: \_\_\_\_\_ City: \_\_\_\_\_  
Other Phone: \_\_\_\_\_ State: \_\_\_\_\_  
Email: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Course(s) Registration *(Please attach additional sheet if necessary)*

Instructor/Course: _____	Season: _____	Session: _____	Time: _____	Fee: \$ _____
Instructor/Course: _____	Season: _____	Session: _____	Time: _____	Fee: \$ _____
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Instructor/Course: _____	Season: _____	Session: _____	Time: _____	Fee: \$ _____
Instructor/Course: _____	Season: _____	Session: _____	Time: _____	Fee: \$ _____
Instructor/Course: _____	Season: _____	Session: _____	Time: _____	Fee: \$ _____

**Total Tuition: \$ \_\_\_\_\_**

## Payment Information

☐ Visa ☐ Master Card ☐ Check (enclosed)

Cardholder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

City: \_\_\_\_\_

State / Zip: \_\_\_\_\_

Note: Students are responsible for obtaining and providing materials for classes unless otherwise specified. You will receive a confirmation notice once your registration is processed and before the start of your class or workshop. If a class or workshop is filled, applicants may be put on a waiting list as requested

### CLASS OR WORKSHOP CANCELLATIONS:

LBKCA reserves the right to cancel any class or workshop due to low enrollment without incurring obligations. If a class or workshop is cancelled, you may transfer to another class or workshop or may receive a credit to be used for another class. The credit is valid for one year from the issue date. You may request a full tuition refund. Please register promptly. Enrollment is limited and spaces are filled on a "first-come, first-served" basis.

### CLASS/WORKSHOP CANCELLATION AND SCHEDULE CHANGES:

LBKCA instructors are working professionals. It may occasionally be necessary to postpone, cancel, or reassign a class. We reserve the right to assign a substitute instructor without notice.

### STUDENT WITHDRAWAL:

Withdrawal refunds minus a \$25 administration fee will be issued only when written notification is received no later than 5 (five) business days prior to the first session of class, or 30 (thirty) business days prior to the first class session for "Visiting Artists" workshops minus \$50.00 administration fees. No refunds are issued after this time. Refunds are issued in the original payment method and take up to four weeks to process.

Registering for a class is a commitment to attend all the classes in a session. If a student is unable to attend one or more classes in a session, there will be no reduction in the cost of that session. There are NO refunds, transfers, or credits once a class has begun. Make-up classes will be scheduled if a class is cancelled by LBKCA.

### TRANSFERS:

Students may transfer to another class upon instructor approval providing class space is available. Transfer must be made before the second class and approved by the Director.

### EMERGENCIES:

Emergency closing may occur in the event of severe weather conditions.

### AUDITING OF CLASSES:

Auditing of classes is NOT permitted.

**LIABILITY:** In the event a class or workshop is cancelled, LBKCA's liability is limited to the return of fees paid to us for that course. All students accept full responsibility for personal injury and/or personal losses during the period of the class or workshop. Applications and payments are acknowledgement of the terms and conditions as outlined. LBKCA assumes no liability for travel expenses or nonrefundable airline tickets that cannot be used due to any classes or workshops being cancelled, schedule changes, or any misprints of classes or workshops.

Have you attended LBKCA before? ☐ Yes ☐ No

Relationship to LBKCA: ☐ Member ☐ Ringling College Student ☐ Ringling College Staff ☐ Ringling College Faculty  
☐ Board Member

If new to LBKCA, how did you learn about us? \_\_\_\_\_

*I have read and understand all of the policies outlined above. My signature below gives permission to process payment on my credit card and/or signifies I agree to abide by the policies stated.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6860 Longboat Drive South | Longboat Key, FL 34228 | T 941 383 2345 | F 941 383 7915  
lbkca@ringling.edu / web: lbkca.ringling.edu