

Community Arts Workshop, Inc. (CAWi) Winter 2018 Registration Form

All classes will be held at our studio at 3545 Buffalo Road, Rochester, NY 14624

During our start up period, we're offering rolling enrollment

REGISTER:

Phone: 585 705 7277 (Calls accepted from 9 am - 5 pm)

Mail: Community Arts Workshop Inc.

110 Alpha Street
Rochester, NY 14612

- Tuition may be paid in advance. We will work with you to find an optimal payment solution.
- Confirmation of registration will only be sent via e-mail if a valid address is provided.
- Only one student per form. Incomplete forms will not be processed.
- Split-payment plan is available for tuitions of \$200 or more. Please see policies for specifics.

If you have any questions, contact Sarah Peters, CEO
585 705 7277
sarah.peters@cawican.org

Student Name (Last Name, First Name)

Date of Birth (MM/DD/YY) Gender (M/F)

Are You the Parent/Guardian Of This Participant? Y N

If No, Please Identify Relationship

Parent /Guardian Name #1 (Last Name, First Name)

Parent /Guardian Name #2 (Last Name, First Name)

Preferred E-mail (REQUIRED FOR CONFIRMATION)

Preferred Mailing Address

City State ZIP Code

Preferred Phone Additional Phone

Student Emergency Contact (*First Name, Last Name, Phone Number, Relationship*)

Special Needs/Notes/Medications:

In order to best serve each student, please list all physical, cognitive, medical, emotional, or learning needs you would like us to be aware of.

Select Your Classes

Class Name	Tuition Amount
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Class Name	Tuition Amount
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Class Name	Tuition Amount
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Payment

_____ Check enclosed

_____ Please charge my MasterCard/Visa/Amex/Discover

Receipts will be sent via email when your card is charged.

Credit Card Number	Exp. Date	CVV	Billing Zip Code
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Signature

I would like to enroll in the payment plan Yes No (circle one)

Tuition of \$200 or more may be split by contacting falon.malerich@cawican.org. Both payments must be made by credit card, and the first payment will be due with registration. **Payments will be processed every two weeks thereafter. If enrolling after this date, please contact info@cawican.org to make arrangements specific to your needs.**

Class Tuition

Classes* are \$45 an hour. We accept third party billing. Two instructor classes must have four participants or more per semester to run. One instructor classes must have three participants or more to run. To best support the students, classes are capped at eight participants maximum.

Winter Classes Studio hours are 10 am to 5:00 pm.

*Please note, some classes operate as a series. Some classes are in two hour blocks.

Signature _____

CAWi Winter 2018 REGISTRATION POLICIES

Community Arts Workshop, Inc. (CAWi) is a cultural and educational organization that does not discriminate on the basis of race, color, ethnic or national group, gender, sexual orientation, or ability.

Ways to Register:

Phone:

Mail: Community Arts Workshop Inc.
110 Alpha Street
Rochester, NY 14612

DO NOT scan and return your registration by email. Email is never a secure means by which to send credit card information, even in a scanned format.

REGISTRATION CONFIRMATION/RECEIPT: Those who register with a paper form will be sent a confirmation email within five business days. If you have any questions about your registration, please email Sarah Peters at sarah.peters@cawican.org. If you paid by credit card you will be emailed a receipt automatically. If you paid by check, receipts will be provided at the first class.

REFUNDS: Your full payment will be refunded when a class is full or cancelled completely. If changes are made to the time or location of the class after registration, a full refund will be issued upon written request. All other refunds require a written request and will be subject to a 15% administrative fee plus the cost of any classes that have taken place before the request has been submitted. For 6-week classes, all refund requests must be made prior to the second class. No refunds will be issued after that time. To request a refund, email Sarah Peters at sarah.peters@cawican.org.

INCLEMENT WEATHER POLICY: We follow the Gates/Chili School District weather policy. If Gates/Chili schools close or cancel after-school activities due to weather, our classes will be cancelled as well. Please look at WHAM school closings for updates. There will be no refunds for classes cancelled due to inclement weather.

ATTENDANCE/MAKE-UP POLICY: Due to the nature of our class structure, we do not offer make-up classes. No refunds will be given for missed classes due to a student's inability to attend. While we endeavor to make up classes cancelled due to circumstances beyond our control (e.g. weather, power outage), we do not guarantee that classes will be made up. Please contact your teacher if you know in advance that the participant will miss a class.

PAYMENT PLANS: Tuition of \$200 or more may be split by contacting faon.malerich@cawican.org. Both payments must be made by credit card, and the first payment will be due with registration. Second payment will be automatically processed on October 16, 2017. If registering after this date, please contact us at info@cawican.org or 585 705 7277. Additional payments will be processed in consecutive two week periods. As we are a start up organization, our fees cover the cost of all expenses such as rent, utilities teacher fees and supplies costs. If the price of the class is what keeps you from considering it, please don't hesitate to inquire about a need-based scholarship (When class size nears capacity, this may be an option, and encouraging others to participate may help those in need). If you have a self-determination plan with NYS, please ask us about direct billing your FI on your behalf.

LATE PICK UP/LIABILITY: Please pick up your participant on time. Those who are late to pick up will be assessed a \$10 charge if a participant is picked up more than 20 minutes after class ends and an additional \$1 per minute thereafter. This does not apply to students who are their own guardians.

ACCESSIBILITY AND INCLUSION: CAWi endeavors to create an inclusive and welcoming environment for students of all abilities. Parents/Guardians are encouraged to provide complete information on the registration form and will be contacted by a member of our Staff to discuss reasonable and respectful accommodations and support strategies. In the rare case that an individual is a direct threat to the safety of themselves or others, CAWi reserves the right to withdraw the student after consultation with the parent or caregiver.

SIBLINGS/GUESTS: In order to provide a safe environment for your child, we ask that siblings and guests not accompany students to class, with the exception of community staff support for individuals with an identified need. Unless otherwise stated, parents do not participate in classes.

PHOTOGRAPHY AND VIDEOGRAPHY: CAWi reserves the right to use photos and videos taken in class for promotional and archival purposes.

LIABILITY: CAWi is not liable for the well-being and safety of participants who are around any of our facilities before a program begins or after a program ends.

CODE OF CONDUCT: In order to provide students with a safe and supportive environment, CAWi does not tolerate any form of physical or verbal abuse, vandalism, or the use of any and all illegal substances. No weapons of any kind may be brought into the building. Any behaviors found in violation of this policy will be addressed and the student may be asked to leave classes, and no refunds will be issued.

RELEASE AGREEMENT: By registering your student you agree to the following: Although every effort is made to provide a safe environment, I recognize there is always a risk of accident. By submitting a registration, I agree to be responsible for any medical bills incurred resulting from illness or injury during my student's participation at CAWi. Students are expected to carry their own accident and medical insurance. I release from any and all liability and/or claims or damages arising out of personal injury of any kind. If necessary, I authorize CAWi to administer first aid and/or authorize medical treatment for my student.

Please keep these registration policies for your records. if you have any questions regarding registration.

Registration Policies

I have read all of the information contained within and understand that I must request refunds in writing within the prescribed time limitations. I agree to CAWi's release agreement.

Signature

Date