

REGISTRATION

1. **Choose the classes you want and send us your registration form.** (See form at bottom of this page.) For class details review the course descriptions on pages 6-17 and the class skill level descriptions on the right side of this page.

Spring I Early Reg. Ends 2/04/12 Spring II Early Reg. Ends 03/31/12

Early Registration Discount for Currently Enrolled Students:

Only students currently registered in the session immediately prior to the one for which they are registering are eligible for the early registration discount. Current students will receive \$5.00 off a course 4 weeks long and \$10.00 off a course 5 weeks or more in duration. There is only one discount allowed per session.

2. **Pay tuition and fees early to hold your spot in class.** Please include new student materials fees and model fees in your total; they are listed in the class description. If you are not a member of the Minnetonka Center for the Arts, join when you register and you'll get the member tuition rate immediately. Art Center memberships are tax-deductible, but not refundable.
3. **Register early to secure your space in widely attended classes.** Registrants will be accepted after a class has begun if space permits and with the permission of the instructor. **Tuition is not pro-rated for students who enroll late.** Registrations are date stamped and classes are filled with earliest registrants first.

CONFIRMATIONS

If a class is cancelled due to insufficient enrollment, we will phone or email students before the first class date and they may transfer to another class or request a full refund.

SERIES CLASSES AND WORKSHOPS CANCELLATIONS & TRANSFERS

The Art Center charges a \$5 administrative fee for every registration cancellation and/or transfer by a student.

- 100% refund (minus \$5 cancellation fee) if you cancel one week or more prior to the class start date.
- 50% refund (minus \$5 cancellation fee) if you cancel less than one week prior to the class start date.
- No refund if you cancel the day classes start or later.
- No refund if you cancel less than a week before a workshop.

- Transfers must be made not less than one week prior to class start date and are subject to a \$5 administration fee.

MAKE-UP CLASSES

Tuition is not prorated for missed classes. Our instructors are paid for their preparation and class time regardless of student attendance. Make-up classes are at the discretion of the instructor.

TUITION ASSISTANCE

Scholarships are open to people of all ages and are available to students who would not otherwise be able to participate in Art Center programs.

Applications are available through the Registrar and are kept confidential. Scholarships provide 50 or 75 percent of tuition based on monthly income and special circumstances. Applications are due three weeks prior to each session. Recipients will be notified two weeks before the session starts.

- Art Center membership is not required.
- Recipients are responsible for all new student materials fees and model fees. Assistance applies to tuition only.
- No one will receive tuition assistance for more than three sessions per year.
- Recipients are asked, but not required, to volunteer at the Art Center.
- Funds are limited, so early application is advisable.

The application deadline is three weeks prior to start of class:

Spring I 2/04/12 Spring II 03/31/12

For more information or a scholarship application, stop by the Art Center or call 952.473.7361, ext. 16, or e-mail registration@minnetonkaarts.org.

MATERIALS

Some instructors make materials lists available before class begins or at the first class. Please read the course description. If a materials list is not mentioned, bring the supplies you have; your instructor will tell you if you need additional materials.

Photography students supply their own manual control 35mm camera, film and paper for traditional black and white and color photo classes. Students bring their own digital cameras.

Ceramics students supply their own tools and clay - both can be

purchased at the Art Center. The average cost per session to beginners is approximately \$35. Firing fees are calculated by dimension. You buy firing slips to pay for firing at the reception desk.

Sculpture students pre-pay for their bronze, investment material and/or stone. Most materials are available through the Art Center. However, students may need to purchase some materials from an outside source. Instructors can provide vendor recommendation.

OPEN STUDIO POLICY

Only students currently enrolled in a class and regularly attending it have open studio privileges. Students are allowed in the building during regular building hours only. Your instructor will announce open studio hours.

CLASS SKILL LEVELS

A student may choose to stay at a particular level until he or she feels ready to move on to the next level. The Art Center also recommends that students in all disciplines take a drawing class at some point in their education.

(B) Beginner

- Student has no experience with the medium.
- Student needs/wants fundamental knowledge of techniques and materials.

(AB) Advanced Beginner

- Student needs instruction or a refresher.
- Student needs more instruction on fundamental techniques.
- Student needs help solving basic problems with the medium.

(I) Intermediate

- Student is able to solve many problems independently.
- Student wants to try, or is experimenting with, a variety of techniques.
- Student is developing design and composition skills.
- Student has completed several works.
- Student has begun participating in open/group exhibitions.

(AD) Advanced

- Student is able to work independently.
- Student seeks critique from instructor and/or peers.
- Student has developed a style and can discuss the concept behind his/her work.
- Student has begun the process of documenting his/her work through a resumé and portfolio.

(ALL) All Skill Levels

Registration Form (Adults, kids and teens)

Registration Form

Today's Date _____

Individual or Family Name _____

Address _____ City State Zip _____

Phone Number _____ Alternate Phone _____

Emergency Contact (Name, relationship, phone) _____

Student Email _____

Class No.	AM PM	Class or Workshop Title	Student Name	Birth Date	Model/New Student Mat. Fees	Tuition

MEMBERSHIP STATUS Membership is optional – All are welcome!

Current Member Non-member New Member

Basic \$50 (\$45 with senior discount) Sponsor \$250
 Friend \$100 Patron \$1,000

NEW STUDENT Tell us how you discovered the Art Center:
 Friend • Drive by • Event • School/Church/Org • Ridgedale • Publication
 Internet • Welcome Wagon • Summer Camp or Youth Outreach • Other Arts Org.

TUITION SUBTOTAL

MODEL/NEW STUDENT
MATERIALS FEES SUBTOTAL

(OPTIONAL) MEMBERSHIP

sub total

MINUS EARLY REGISTRATION DISCOUNT -

MINUS GIFT CERTIFICATES OR SCHOLARSHIP -

TOTAL

METHOD OF PAYMENT

Check # _____

Visa Mastercard AMEX

Account # _____

Exp. Date _____

Date into RE (Office use) _____

REGISTRATION & CLASS FEES

All fees must be paid in full when you register.
 We cannot reserve space without full payment.
 You may register by:

Mail: 2240 North Shore Drive,
 Wayzata MN 55391

Phone: 952.473.7361, ext. 16

Fax: 952.473.7363

10% Discount for first-time students

First-time students save 10% off the price of a class when they register for their first class at the Art Center.

Discount does not apply toward Transportation, Firing, New Student Material, or Model fees; Summer Arts Camp; Birthday Parties; subsidized classes, and cannot be combined with any other offer.

Call 952.473.7361, ext. 16 for more details.

tuition assistance available

Everyone is welcome at the Minnetonka Center for the Arts. Many generous donors contribute to scholarship funds to help make arts education available to all children and adults.

Call 952.473.7361, ext. 16, for an application.

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Do we have your correct email address? Please complete the email line above. Sending email announcements helps us save on printing and mailing costs. Thank you!