

The Gallery School of Pottstown

254 High Street, Pottstown, Pa 19464
610-326-2506 www.galleryonhigh.com

ADULT REGISTRATION

Registration Information & Policy Information

To Register: You may register in person, on our website or over the phone. Full tuition must be paid at the time of registration. Make checks payable to: **THE GALLERY SCHOOL OF POTTSTOWN**. There is a \$15 charge on returned checks. Credit Card receipts are available upon request. Your full payment confirms class registration unless notified by The Gallery School. To secure placement in class, we recommend registering early.

Class Cancellation: We will notify all registered students in the event of cancellation and full refunds will be returned.

Refunds & Pro-Rating: A \$15 processing fee will be charged on all refunds (unless class was cancelled by The Gallery School), for students who cancel one week prior to class. Up through the second week of class: 75% less the \$15 processing fee will be refunded. No refunds for one or two day workshops will be issued. Membership fee are non-refundable. The Gallery School does not pro-rate any class due to late registration or missed classes. Extreme circumstances can be made in writing and forwarded to the director.

General Information: The Gallery School of Pottstown is a non-profit art school. We reserve the right to cancel classes due to low enrollment. All students will be notified by phone. Adult, teen and children's supplies are included unless otherwise stated. The Gallery School offers scholarships to those who demonstrate financial need

DETACH AND RETAIN TOP PORTION FOR YOUR RECORDS

Enrolling Student's Name:		
Today's Date:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	
Best way and time to contact you?		
Class Registering For:		
Start Date:	Time:	
Cost:	Payment Received:	Date:
Does student have any allergies we need to be aware of?		To what?
Does student have any medical issues we need to be aware of?		
How did you hear about our school?		May we use student's picture in advertising?
Do you have a school membership?	Would you be interested in information?	
Are there other classes you may be interested in?	What?	
Would you be interested in volunteering your services at the Gallery School?		
Would you like us to send information about other workshops/classes & trips?		
Would you be interested in joining our Parent Teacher Association?		
I have read the above terms:		Date:

Make Checks Payable to: The Gallery School of Pottstown
Thank you!