

REGISTRATION AND PAYMENT

Full payment is due at the time of registration prior to the first class. No class registration may be accepted without payment. .

IN person registrations: credit card, cash, check

Mail registrations: credit card or check

Phone registrations: credit card only. Call the Art League Monday through Friday 9:00 am – 5:00 pm. 630 653 – 7090, Saturdays 9:00 am – 2:00 pm

MISSED CLASSES: Classes are sold as a full session. Refunds are never issued for missed classes. Missed classes may be made up in other classes and times taught by the same teacher at the discretion of the instructor. Students whose schedules will cause them to miss a significant number of classes in a session, may buy single classes at \$20 each on the day of the class if the class is not full and the instructor approves.

REFUND POLICY AND CANCELLATIONS: Refunds will be made only if cancellation is made 5 business days prior to the first class. There will be a \$5 charge for processing a refund. Classes with insufficient enrollment will be canceled. All refunds will be handled through the mail. The DPAL reserves the right to change dates, cancel, postpone, split, or combine classes.

TRANSFERRING CLASSES: Class registrations cannot be transferred from one class to another. Students may cancel a class, ask for a refund (If 5 days or more before the class begins), and then select and pay for another class to replace it. There will be a \$5 processing fee for refund requests.

FINANCIAL ASSISTANCE: Class fees can be waived upon presentation of evidence of financial need. The DPAL offers a \$5 discount on class fees to Senior Citizens (62 years and over). Call for further information. For regular desk staffers and board members, a 50% discount for one class per quarter. This discount does not apply to workshops.

SCHOLARSHIPS: Application forms are available at the DPAL front desk.

BY MAIL: Use this form, accompanied with a check payable to the DuPage Art League. Include your name, address, and phone number. If the application is for a child, include age. Send completed form and check to DuPage Art League, 218 West Front Street, Wheaton, Illinois 60187.

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

CLASS TITLE/ TEACHER _____

CLASS CODE: _____ CIRCLE SESSION A B C COST _____

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

CLASS TITLE/ TEACHER _____

CLASS CODE: _____ CIRCLE SESSION A B C COST _____