

REGISTRATION & ENROLLMENT FORM

RETURN TO: 2603 SHERIDAN RD, EVANSTON, IL 60201

FAX TO: 847-475-5330

Important: Evanston Art Center membership is required to register for adult courses.

MEMBERSHIP LEVEL: **EAC STUDENT \$40** **SENIOR / YFA \$35**
 FAMILY \$60 **INDIVIDUAL \$50**

Name _____

Street _____

City _____ State/ZIP _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email Address _____

(If Child) Age _____ Date of Birth _____ Sex _____ School _____

Parent's Name _____

Name, Phone of Emergency Contact _____

How did you hear about the EAC? Mail from EAC Advertisement

Facebook Twitter Friend Word of mouth

Please check your age 18 - 30 31 - 40 41 - 50 51 - 60 61 +

PLEASE LIST YOUR CLASS(ES) BELOW, ALONG WITH ANY SECOND CHOICE(S) YOU MAY HAVE. ADDITIONAL CLASSES MAY BE LISTED ON ANOTHER REGISTRATION FORM.

	Code	Class Title	Day	Time	Fee
First Choice					
Second Choice					
First Choice					
Second Choice					
First Choice					
Second Choice					

PLEASE CHECK IF APPLIES TO YOU:

I am a public school teacher taking a class/workshop to earn professional development units to be used for teaching certificate renewal.

I was referred to the EAC by _____ (current EAC student)
(PRINT NAME)

I am referring _____ (first-time student) to the EAC
(PRINT NAME)

VISA / MASTERCARD INFORMATION:

CARD # _____ TOTAL CLASS TUITION _____

EXPIRATION DATE _____ MEMBERSHIP _____

NAME _____ STUDIO TIME FEE * _____

YES, I'D LIKE TO CONTRIBUTE TO THE SCHOLARSHIP/FINANCIAL AID FUND! _____

IF PAYING BY CREDIT/DEBIT CARD, SERVICE FEE \$5.00

PLEASE READ AND SIGN BELOW.

Total Amount _____

LIABILITY WAIVER: I have read and understand the registration and refund policies of the Evanston Art Center. Tuition is refundable, minus a processing fee for each class or workshop dropped: ADULT/YFA CLASSES - only if EAC registrar is notified by or on the next working day after the first class has met; WORKSHOPS - only if EAC registrar is notified one week before the first session has met. I fully agree to and accept all EAC school policies as outlined in the current catalog and recognize EAC's right to refuse to retain any student in any course at any time without incurring obligations. I know that membership is non-refundable and that there are no exceptions to EAC policies. I hereby accept and assume all risk for any harm, injury or damages that may befall me, foreseen or unforeseen, as a result of my participation in workshops and classes at the Evanston Art Center. I authorize the Evanston Art Center to seek medical assistance on my behalf if necessary.

SIGNATURE _____

If you are registering a child, parent or guardian must sign.

REGISTRATION HOURS

Monday – Thursday	9 am – 10 pm
Friday	9 am – 5 pm
Saturday	9 am – 4 pm
Sunday	1 – 4 pm

CONTACT US

Evanston Art Center
 Tel 847-475-5300
 Fax 847-475-5330
 www.evanstonartcenter.org

LOCATION: EAC & NOYES

The Evanston Art Center is located in the historic Clarke mansion in Light House Landing Park at 2603 Sheridan Road, just north of Northwestern University. All courses are taught here, with the exception of jewelry, figure sculpture, printmaking and some adult /YFA workshops, which are held at our basement studios in the EAC Auxiliary Campus at Noyes Cultural Arts Center in Evanston at 927 Noyes Street. Public transportation: For Evanston Art Center, take CTA Purple line to Central Street in Evanston and walk 4 blocks east to Sheridan Road. For Noyes Cultural Center, take CTA Purple line to Noyes Street and walk west 1/2 block. Paid permit and metered parking available at Noyes. (Permit parking forms available at EAC and Noyes Cultural Arts Center.)

REGISTRATION PROCESS:

1) MAIL-IN & DROP-OFF & GO

Mail-in and Drop-off & Go registration are ongoing. They are processed in order of receipt.

Note: We urge you to put down a second class choice, in case your first choice class is already filled. Many fill quickly. Please be aware that the staff cannot and will not discuss which classes are full, which aren't, etc., at this time.

2) PHONE-IN, WALK-IN

You can "phone-in" or "walk-in" to register. You may prefer this method if you want to know immediately which classes are available, which aren't, etc. (Mail-in and drop-off registration methods still continue). Phone-in registration may be charged with a MasterCard or Visa credit card during the EAC's registration hours. (A \$5 service fee will be added to all credit card charges.)

3) ONLINE REGISTRATION

Online registration - go to www.evanstonartcenter.org

Some final, but very important details. Mail your registration form and payment to: EAC, 2603 Sheridan Road, Evanston, IL 60201. Students may prefer payment by check to avoid the \$5 service charge attached to credit/debit cards transactions. Unless you are registering by phone, you must sign your registration form and your payment must be included with the registration. When registering by phone, your verbal agreement to EAC's policies and liability waiver are needed to complete the transaction.

CONFIRMATION

If you do not get into your first choice class(es), we will call you. (Online registrants will receive an email confirmation.) Please note: we cannot and will not confirm each registration by phone.