



## REGISTRATION FORM

FCCA Classes / Workshops

Phone FCCA Docent Desk 540-373-5646 or instructor direct  
**To Register:** @FCCA, unless otherwise stated by instructor

CLASS TITLE: \_\_\_\_\_

SESSION: \_\_\_\_\_ FEE INCLUDED: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PREVIOUS ART EXPERIENCE: \_\_\_\_\_

GOALS FOR CLASS: \_\_\_\_\_

### Signup & Cancellation Policy

In an attempt to keep class size small, limited # of students will be accepted, thus plan on the class/workshop filling quickly. In addition, registration is **first-come, first-serve**. You are not considered on the student list until registration form & tuition fee are received.

Another reason it's important to register in advance: If not enough students sign up, the class could be cancelled.

Each instructor may have slightly different guidelines, if stated w their class/workshop description, but basically: **To secure your place in any FCCA class/workshop, you must send the instructor's required deposit with your registration, &/or full-payment for all tuition/supply fees.** If instructor allows only a deposit + supply fee with your registration, the rest of the tuition fee can be accepted at the first class. Please keep in mind: Each instructor is to pay a 15% commission to FCCA for all tuition collected for classes advertised through FCCA.

**In case of cancellation: A minimum of 2 week notice must be given to be able to receive 100% refund of your deposit, unless instructor has stated otherwise.** Please allow as much time as possible to fill your vacated space so that another artist has time to prepare for the offered class/workshop.

Classes cancelled due to inclement weather or instructor illness will be rescheduled; However, if student misses a scheduled class, no guarantee that makeup class will be offered. At instructor's discretion, arrangements must be made through the instructor.