

Thank you for choosing Middletown Art Academy. We are very grateful for your interest in the fine arts and the traditional creation process. Below you will find all necessary information and form in order for you to register & enroll. Please follow instructions provided. Questions, concerns, or if you need assistance to fill out this form feel free to contact Headmistress Rusa D'Alessandro via email: [rusa@middletownartacademy.com](mailto:rusa@middletownartacademy.com) or call (860)344-0554.

## Registration and Enrollment Instructions

To reserve your space, complete and sign the form below and mail along with your registration fee and tuition payment. Please make all checks and money orders payable to :

**MIDDLETOWN ART ACADEMY**  
504 MAIN STREET SUITE SOUTH 3  
MIDDLETOWN, CT 06457

- Be sure to provide the most current and accurate contact information. Print neatly and complete the application in full. Review carefully to make sure your application is complete.
- Be advised that in order for your registration to be officially processed you will need to include a check or money order in the amount of either a \$40 or \$75 non-refundable deposit to hold a place for the academic year (APPLICABLE TOWARD TUITION), or for the full tuition to be registered and enrolled.
- All classes/programs/ KIDS art flat /camps and workshops must be paid in full prior to start date.
- Be sure to read and familiarize yourself with our policy.

### Year Long Discounts

OFFERS MAY NOT BE COMBINED

**Early Bird Discount 10%:** Register for: Fall Semester for any program ,class by August 1<sup>st</sup>; Spring Semester by January 7-- and get 10% off tuition.

**Family Discount 10%:** Pay full price for one and get 10% off tuition for all other members of the same family.

**Twins Special Discount:** Pay full price for one and get 50% off tuition for the second.

**Triplets Special Discount:** Pay full price for one and get 50% off tuition for the second and get 100 % off for a third (registration fee apply to all 3 students).

**Senior/College Student/Teachers Discount 5%:** On all Classes,Workshops and “Art Flat” - take 5% when you pre-register at least 10 days in advance.

**Art Flat Year Long 50%:** Prepay a full year in advance and get 50% off.

**Year Long with Summer No Registration Fees + 15%:** Prepay academic year & include summer art camp and have all the registration fees waved and take 15% off for that year.

**Summer Early Bird Discount 10%:** Register by May 1<sup>st</sup> and take 10 % off Art Camp & Art Boot Camp

### Academic Year Fine Arts Fees

Registration Enrollment fee for Academic year for all Classes \$40 and Programs \$75 (does not include summer). Registration Enrollment Deposit fee for All Summer Fine Art Camps \$75.

### Middletown Art Academy Policy

**Registration:** is accepted on a first come, first served basis, payment is due at registration. You must pre-register to ensure space in a class, program or work-shop.

**Tuition:** Only completed and signed registrations mailed with the applicable registration fee and tuition will be completely processed to secure a spot. Your non-refundable registration fee covers the entire academic year (not summer) and is paid once per child/teen or adult.

**Absences, Refunds & Credits:** The registration fee is per student, is non-refundable, and applies only toward the academic year. Credit will be given for cancellations received by US Mail, in writing, at Middletown Art Academy, postmarked at least 2 weeks prior to the start of your class. There are no cash refunds. Alternately, Full tuition refunds less a processing fee of \$20 will be given or cancellations received by US Mail, in writing, at Middletown Art Academy, postmarked at least 2 weeks prior to the start of your class. If your child is absent, we cannot prorate tuition or offer make up classes. No refund or credit is given to students who are expelled from the program due to behavioral problems. We do not accept email cancellations.

**Changes:** We charge a \$10 administrative fee per change request per child. Change requests must be received by US Mail, in writing, at least two weeks in advance, accompanied by the administrative fee, in order to be considered. We will make every effort to accommodate your request. If classes are full for the program, class, workshop you request, we will call you to discuss alternatives. A credit for the tuition will be given if a suitable alternative program cannot be found. We do not accept email change requests.

**Attendance:** Middletown Art Academy prides itself on offering a carefully designed art education curriculum & structured programs and lesson plans that include a schedule of instruction and work periods. These all work together to help students achieve creative productivity. We are not an open studio or a day care. If your child arrives late, leaves early or misses days, they will possibly miss out on finishing their project, or they may have trouble catching up to their peers. This can be distressing to most children. Please try to send your child to all the sessions they sign up for and minimize late arrivals and early departures. We appreciate it!

**Insufficient Registration:** We reserve the right to cancel a class, program or workshop session if there is insufficient enrollment. If this happens, we will return your tuition, and, if there are no other programs you are also registering for, we will return the registration fee as well.

**Arrival/Departure Times:** Please note the start and finish times of your child's program, class or workshop and "Art Flat". Early and late fees of \$1 per minute will be billed if students are present outside their enrolled time periods. We are not responsible for children dropped off at Middletown Art Academy outside of actual registered time. We appreciate prompted arrival & departure and to be fair and reasonable we offer 10 minutes before and 10 minutes after.

**Behavior:** We have a seriously creative approach to art; please attend with a focused attitude. Bullying or other disruptive behavior will not be tolerated at Middletown Art Academy. If your child cannot control their behavior, we will contact you and require you to pick up your child immediately. There is no refund or credit for a child asked to leave the program for behavioral reasons.

**NSF Checks:** A \$40 fee will be charged for any insufficient funds check. We regret to say that the \$40 charge will accrue for each time we submit or resubmit the check. Repayment must be in the form of a cashier's check, and include the original class fee amount plus the NSF fee(s).

**Please keep pages 1 & 2 for your records!**



**MAA REGISTRATION FORM**

Students Name: \_\_\_\_\_

Students Date of Birth: \_\_\_\_\_ Year \_\_\_\_\_ Sex: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

If under 18, Parents / Guardians Name: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_ Emergency Telephone: \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ Number \_\_\_\_\_

Email Address: \_\_\_\_\_

**Semester Of your Choice** (Please circle one or both if you planing to attend academical year long

**Fall**

**Spring**

**Class's, Program's, Workshop's etc Choices:**

Please list the class (s) or workshops you wish to enroll in and or circle programs of your interest below

*Class(s) Name* \_\_\_\_\_  
\_\_\_\_\_

*AfterSchool Program*

*HomeSchoolProgram*

*Art Flat*

*Summer Fine Art Camp*

Academic Year Registration Fee: \_\_\_\_\_ Tuition: \_\_\_\_\_ Discount: \_\_\_\_\_

Total Payment Included: \_\_\_\_\_

How did You first hear about MAA: \_\_\_\_\_

MAA was referred to you by: \_\_\_\_\_

*I have read and accept terms and policies above*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
If registering a child a parent or guardian must sign

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