## REGISTRATION FORM — *CIVIC ARTS EDUCATION*

| Name of person responsible for account | Telephone (Home) | Telephone (Cell/Work) |
|---|---|---|
| | | |

| Address | City | Zip |
|---|---|---|
| | | |

Email address

| Participant Name | DOB | M/F | Class Tiitle | 1st choice | | 2nd choice | | Fee |
|---|---|---|---|---|---|---|---|---|
| | | | | Class # | Start Date | Class # | Start Date | |
| | | F | | | | | | |
| | | F | | | | | | |
| | | F | | | | | | |
| | | F | | | | | | |

MasterCard VISA

Account #_____ Exp. Date_____

| | |
|---|---|
| *LESS CREDIT* | 0.00 |
| *DONATION* | |
| **TOTAL ENCLOSED** | 0.00 |

AUTHORIZED SIGNATURE_____

WAIVER OF LIABILITY: I consent to the above person's participation in these activities and agree on behalf of said person and the undersigned that we assume the risk of accident or injuries sustained from whatever cause in connection therewith and release the City of Walnut Creek, the Walnut Creek School District and their officers, agents and employees from any and all liability for any such accident or injury. I understand no refunds are given unless class is cancelled. I understand I am responsible for all registration policies and procedures outlined in the department brochure.

Dated: _____ Signature: _____ Please indicate whether Parent Participant Guardian

# HOW TO REGISTER

**Fax:** Fax registration with VISA or MasterCard information to:
**(925) 988-9907**

**Mail:** Please make checks payable to City of Walnut Creek. Send to:
Civic Arts Education
111 N. Wiget Lane
Walnut Creek, CA 94598

**Online:** Visit us online at either www.arts-ed.org or and click on Registration. To set up a new account, click the My Account tab and then the Create New Account button.

**Walk-In:** Monday through Friday, 8am-5pm, bring walk-in registrations to:
Shadelands Art Center,
111 Wiget Lane, Walnut Creek

**Phone:** Phone-in registration available for all programs
**(925) 943-5846**

Preregistration is required for participation in programs. Please do not attend a class if you have not been registered.

Registration forms received prior to the start of quarterly registration will not be given priority consideration; however, you may fax, mail or drop-off your form at any time.

Complete one registration form per family.

Waiting lists are established once a class has reached maximum enrollment. If a space opens or a new class is created, you will be notified.

A class may be canceled if minimum enrollment is not met. A full refund will be provided.

Make-up dates for missed classes will only be granted for class cancellations resulting from inclement weather or from direction of Civic Arts Education

Refunds are allowed up to 7 days prior to the first class; a $10 service fee will be charged.

CIVIC Arts EDUCATION

CITY OF WALNUT CREEK