

**REGISTRATION FORM**  
**SECOND STREET GALLERY ART CLASSES**

**POLICIES**

- All tuitions and fees must be paid in full prior to the beginning of each course.
- The \$50 deposit (refundable) and the \$20 registration fee (non-refundable) must be included with this registration form.
- The registration fee of \$20 covers any number of courses given in a single semester.
- Tuition refunds will be granted up to the beginning of the second scheduled class session.
- The cost of textbooks and supplies is not included in the course fee unless stated otherwise.
- Transportation to painting, drawing or photography locations is the sole responsibility of each participant.
- Second Street Gallery reserves the right to withdraw, add, reschedule or cancel courses as necessary.

**REGISTRATION**

- To register for course(s), please follow these steps:
- Fill out the registration form. Indicate course code(s), title(s), start date(s), tuition(s) and deposit amount.
- Total the last column, add the non-refundable registration fee and indicate the amount enclosed.
- Mail or bring the form to Second Street Gallery, 210 Second Street, SE, Bandon, OR 97411
- Our business hours are from 10am to 5pm each day, excepting major holidays.
- If you have questions, please call us at 541-347-4133 or E-mail us: [info@2ndstreetgallery.com](mailto:info@2ndstreetgallery.com)
- When registering by mail, Include check, money order or credit card information as your form of payment. Please do not send cash through the mail. Students can register for a course at any time prior to the start of the first class. However, since class sizes are limited, it is suggested that you register as soon as possible for the course(s) of your choice to guarantee a place in that class.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Code	Course Title	Start Date	Tuition	Deposit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I have enclosed the required non-refundable \$20 registration fee, and a \$50 deposit for each course(s) I plan on attending. The balance of tuition must be paid prior to the beginning of the first class session. I agree to release Second Street Gallery and its employees from any liability or loss resulting from accident or other incident while on assignments, field trips, excursions or related business away from Second Street Gallery.

Total Deposit \$ \_\_\_\_\_

Registration Fee \$ 20.00 \_

Amount Enc \$ \_\_\_\_\_

CC \_\_\_\_\_ Exp \_\_\_\_\_ Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(For office use only)

Registration Fee	Tuition Deposit	Final Tuition
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FOP \_\_\_\_\_ Housing \_\_\_\_\_



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