

# THE GRAND CENTRAL ACADEMY OF ART

## SUMMER 2012 WORKSHOP SIGN-UP

Please complete this form and return it c/o GCA Registrar: Summer Workshop  
Email: [gcaclasses@gmail.com](mailto:gcaclasses@gmail.com)

You can copy/paste this form into an email. Your typed signature signifies your acceptance of terms outlined below. Registration valid only with signature.

**Date**

**First Name**

**Last Name**

**Address**

**City, State, Zip**

**Phone:**

**Email:**

*Workshop or workshops you are interested in:*

**Payment method (please circle one):** Cash    Check    Credit Card

If paying by Credit Card – please list convenient phone number and times to reach you:

**How did you hear about the GCA?**

### **Student Contract:**

Submission of this signed form signifies my acceptance of the terms stated in this agreement that the Grand Central Academy of Art at the ICA&CA cannot be held responsible or liable to me for any injury, illness, death, damage, loss or accident which may occur during any program. Personal belongings, art and art supplies are solely my responsibility at all times. GCA reserves the right to cancel or reschedule any class in which case it is liable only for the tuition I paid to the GCA. GCA reserves the right to cancel my enrollment in the event of any disruptive or unlawful behavior without refund to me. I understand I am obliged to abide by the payment terms listed in this document. Unless otherwise informed, GCA considers photographs taken during workshops of students and student art permissible for publication in print and on the web.

Signature:

## **PAYMENT TERMS**

Note: Most GCA workshops run Monday – Friday, 10am - 5pm (1 hour break for lunch)

Note: July 4<sup>th</sup> is an exception and the schedule changes. Please refer to the website.

### **Tuition:**

3 day workshop is \$375 (\$187.50 deposit)

5 day workshop is \$600 (\$300 deposit)

10 day workshop is \$1150 (\$575 deposit)

15 day workshop, \$1700 (\$850 deposit)

20 day workshop is \$2200 (\$1100 deposit)

\*Deposit amount is half the tuition cost and is due upon registration.

### **Payment Deadlines:**

Balance of payment is due: Tuesday, May 1, 2012 for workshops in June & July.

Tuesday, June 5, 2012 for workshops in August.

You risk losing your spot in a workshop if you do not meet these payment deadlines.

### **Registration:**

To guarantee your place in a GCA workshop, please email your interest and then either mail or email your completed and signed registration form to [gcaclasses@gmail.com](mailto:gcaclasses@gmail.com) and submit either full payment or a deposit of one half the tuition.

### **Payment Plan:**

If you foresee possible difficulty making your full payment by the deadlines, please contact the Registrar at [gcaclasses@gmail.com](mailto:gcaclasses@gmail.com) to build a payment plan schedule.

All tuition must be paid in full, and all checks must be processed and cleared, before you may attend a workshop.

### **Forms of Payment:**

Credit cards, check and cash accepted.

### **Credit Card:**

To pay by credit card, there is an additional 3% processing fee. To pay by credit card, please include convenient times to be reached on your registration form and the Registrar will call you.

### **Checks:**

You have one week after signing up for a class for your deposit to arrive in the mail to hold your spot. You will be notified upon receipt of your payment.

Make checks payable to **ICAA** (not GCA)

Mail checks to:

Grand Central Academy 20 West 44<sup>th</sup> Street 6<sup>th</sup> Floor New York, New York 10036

Attn: Registrar

There is a \$35 fee for returned checks. You must subsequently pay by cash or credit card. Processing fee for credit card applies.

**Cash:**

Do not mail cash.

Cash must be dropped off in person at:

20 West 44<sup>th</sup> Street (between 5<sup>th</sup> & 6<sup>th</sup> Avenue), 6<sup>th</sup> floor.

If office is closed, look for the drop box in Cast Hall. Put it in an envelope labeled with your name.

You will receive an email confirmation that your payment has been received.

**Workshop Refunds:**

Students who wish to cancel their place in a workshop must notify the GCA office by email.

If GCA cancels a workshop, student will receive 100% refund.

Cancel more than four weeks before start: refund minus cancellation fee.

Cancel four weeks or fewer, but more than five business days before start: credit towards future workshops minus the cancellation fee.

Cancel five days or fewer before start date: 0% refund

**Cancellation Fee:**

\$50 deposit will be withheld for each week of the workshop from your credit or refund.

\$50 withheld for three day/one week or less workshop;

\$100 for two week; \$150 for three weeks; \$200 for four weeks

Tuition credits must be used by the end of the following summer (August 31, 2013).

Workshop credit is not transferable to other students.

**Wait List:**

Once a workshop is full, a wait list will be started on a first come, first served basis.

You do not need to pay a fee to initially be on the waitlist.

If a spot becomes available, and you are next on the list, you will be notified immediately.

There will be a limited amount of time in which you can choose to accept the spot and pay the registration fee plus deposit and/or full balance (depending on the date the slot becomes available.)