

BECOME A MEMBER TO RECEIVE \$20 OFF CLASSES and \$10 OFF WORKSHOPS!  
(Individual Membership: \$30 per year / Family Membership: \$60 per year)

EARLY REGISTRATION DISCOUNT: \$5 OFF for registering one week *before* class begins!  
Please register early. Classes may be cancelled due to low enrollment.

## **REGISTRATION POLICIES AND PROCEDURES**

### **REGISTRATION**

- All tuition fees are due upon registration.
- Places will be held only upon full receipt of tuition.
- Late registrations will be accepted prior to the second class meeting. After the second class meeting, no registrations will be accepted. Individuals registering late will be required to pay the total fee.

### **THREE WAYS TO REGISTER**

1. PHONE: Please have your Visa, Discover or MasterCard handy when you phone (513) 863-8873 ext. 110.
2. WALK-INS: During our main office business hours - Monday through Thursday 9am – 8pm; Friday 9am – 5pm; Saturday 9am – 12pm
3. ONLINE: Please visit [www.fittoncenter.org](http://www.fittoncenter.org) and click on the “LEARN” page.

### **PAYMENT**

- There will be a \$25.00 service fee for returned checks.
- Class or session transfers will be assessed a \$5 processing fee, unless the change is initiated by the Fitton Center.

### **REFUNDS**

- All classes must reach a minimum enrollment to operate. If your class does not have sufficient enrollment, you will be notified by telephone at least two days before class is due to start. If your class has to be cancelled by the Fitton Center, you will be refunded 100% of your tuition.
- If you withdraw from a class at least one week before it is to begin, you will be refunded 100% of your tuition.
- If you withdraw from your class less than one week before it is to begin, you will be refunded 50% of your tuition.
- NO REFUNDS WILL BE GIVEN ONCE CLASSES HAVE BEGUN.

### **FITTON CENTER PARTICIPANT WAIVER**

#### **Please Read Carefully**

**By registering for a class, workshop or camp held at the Fitton Center for Creative Arts, including any other groups offering classes sponsored by the Fitton Center, and in consideration of our acceptance of you or your child(ren's) enrollment(s), you hereby for yourself, your heirs, executors, and administrators, waive and release any and all rights and claims for damages you or your child(ren) may have against the Fitton Center and its representatives, successors and assigns for any and all injuries suffered by you or your child(ren) during any class, workshop, camp or other activity sponsored by the Fitton Center, whether held on its premises or at an outside location. In addition, you do hereby grant and give Fitton Center the right to use your name and/or child(ren's) name(s) and/or photos either singly or in conjunction with other persons or objects, for any and all purposes including, but not limited to private or public presentations, advertising, publicity and promotions relating thereto.**