

REGISTRATION POLICIES AND PROCEDURES

MEMBERSHIP

Become a member of the Fitton Center for Creative Arts. Your membership helps us continue to serve our artists, students and local partners with a variety of arts programming available only through the Fitton Center. Please note that membership benefits are renewable annually and subject to change.

Fitton Center members enjoy discounted classes and workshops - \$20 off each class; \$10 off each workshop

REGISTRATION

- All tuition fees are due upon registration.
- Places will be held only upon full receipt of tuition.
- Individuals registering late (after the class/workshop/camp has already started) will be required to pay the total fee.

THREE WAYS TO REGISTER

- ONLINE: Please visit fittoncenter.org
- PHONE: Please have your Visa, Discover or MasterCard handy when you call 513 863 8873, ext. 110.
- WALK-INS: During our main office business hours - Monday through Thursday 10am – 7pm; Friday 10am – 5pm; Saturday 10am – 2pm

PAYMENT

- There will be a \$25.00 service fee for returned checks.

REFUNDS

- The Fitton Center reserves the right to cancel or merge any of our classes based on enrollment. If a class does not have sufficient enrollment, affected students will be notified about any changes at least two days before class is due to start. If a class must be cancelled by the Fitton Center, students will be refunded 100% of their tuition or can transfer to another open class or session.
- If a student withdraws from a class 7 days before it is to begin or earlier, 100% of the tuition will be refunded.
- If student withdraws from a class less than 7 days before it is to begin, 50% of the tuition will be refunded.
- 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.