

# FAC Class Registration Information

1. We will notify you if a class has been cancelled. **We do not notify or remind students of class start dates and times.** If not notified otherwise, your class will take place.
2. Enrollment is limited, so please register early. Each class has a minimum number of students required to hold the class, as well as a maximum number of students allowed. The best way to kill a great class is to wait until the last few days before the deadline to register. Please, Register Now! Don't hesitate to inquire about a class after the registration deadline, there may still be room - just don't always count on that option.
3. The FAC reserves the right to cancel any class due to insufficient enrollment or compelling circumstances. Enrollees will be contacted only in the event of cancellation and fees refunded.
4. Most classes have a unique number—(example: Kids Clay with Debra, Session 1: Class #554). Please include this number as well as the class name on your Registration Form as indicated.
5. Age and grade level restrictions are necessary for the enjoyment and safety of the students. Students must meet the age or grade level restrictions at or before the first day of class.
6. Make checks payable to: Fine Arts Center of Kershaw County.
7. **MAIL:** You may register by mail using Check, MasterCard, Discover or Visa.
8. **IN PERSON:** You may register in person at the box office window of the Bassett Auditorium: open Monday - Friday from 10 a.m. - 5 p.m. and Thursday from 10 a.m. - 6 p.m. at 810 Lyttleton Street, Camden.
9. **PHONE:** You may call to register (803-425-7676, ext 300) using MasterCard, Discover or Visa during regular office hours listed above.
10. You are not registered for a class until the FAC has received a **signed Registration Form and complete payment** for that class. We cannot hold openings for classes without your fee payment and we cannot hold class registrations on a credit card for payment by cash or check at a later date.
11. After the Registration Deadline, fees for classes are not refunded.

**CASH & CHECKS:** We hold and do not deposit cash or checks until the registration deadline. In the event of a class cancellation or a refund initiated prior to the registration deadline, we return your cash or checks to you.

**CREDIT CARDS:** When received, we immediately put charges for class fees on credit card accounts. In the event of a class cancellation or a refund initiated prior to the registration deadline, we credit fees paid by credit card to the credit card account.

**Ensure we can reach you IN CASE A CLASS CANCELS OR THERE IS A DATE/TIME CHANGE. PLEASE fill out the form completely!**

## CLASS REGISTRATION FORM

Please, print clearly & remember to include the class # if appropriate \*

Student Name: \_\_\_\_\_

(If under 18) Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home/Cell Phones: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Contact Information (if less than 18:)

Parent/Guardian Name (1): \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian Name (2): \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Class Name: \_\_\_\_\_ Class Number: \_\_\_\_\_ \*

Fee Enclosed: \$ \_\_\_\_\_ (full payment required to register)

I am paying with:  Cash  Check  Credit Card

Charge to my:  MasterCard  Visa  Discover

Card# \_\_\_\_\_ Expires \_\_\_\_\_ 3 digit code \_\_\_\_\_

I have read and understand the Registration Information.

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