



## ART CLASS REGISTRATION FORM (complete these 3 steps)

1. For immediate class registration please email: [artdirector@galenaarc.org](mailto:artdirector@galenaarc.org)  
*You will be placed on the class list(s) in order of email received. Your place will be held for 4 days awaiting payment. After 4 days if payment is not received you will be bumped from the list(s). You will receive a confirmation email once payment is received.*
2. Fill out this registration form.
3. Place form and payment in the **Galena ARC lock box** right outside ARC front doors (in a sealed envelope marked Art Class Registration). *Lock box is checked daily.* OR Mail to: Galena ARC, 11084 W US HWY 20, Galena, IL 61036.

NOTE: *Currently, due to COVID restrictions you cannot drop off inside building at front office.*

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### ONE FORM PER STUDENT

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**Class Registering for:** \_\_\_\_\_ **Class Date:** \_\_\_\_\_ \$ \_\_\_\_\_  
See website for official class title If a multi-date class note starting date (MONTH / DAY)

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**Total Amount Due: \$** \_\_\_\_\_

Student Name \_\_\_\_\_ Student Age \_\_\_\_\_  
Only needed if 18 or under

Address \_\_\_\_\_  
Street / City / State

Phone \_\_\_\_\_ Email \_\_\_\_\_  
Required for class updates and to be reached during class if you have a minor attending class Required for class updates

Parent/Guardian Names \_\_\_\_\_  
Required for students under 18

Signature \_\_\_\_\_  
Signature authorizes ARC employees to take photos of you and/or your child during class to be use for ARC marketing materials.

**ARC policy for art class cancellation refunds are as follows:** Once a student is registered there is no refund for no shows or late cancellations. If the class is cancelled by the Galena ARC due to low registration numbers you will receive full reimbursement.