

REGISTRATION FORM

FOR OFFICE USE ONLY
STUDENT ID #

COURSE REGISTRATION FORM

Name:	Home Phone:
Address:	Work Phone:
City:	E-mail Address:
State:	Zip:
Cell Phone:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:

In order to provide for the safety of students under the legal age of 18, we are legally required to obtain the following information from all students enrolled in Continuing Education classes. We appreciate your understanding.

Required Signature(s): By signing this registration form I have read and disclosed the required information.

Have you ever been disciplined by a student or faculty judicial board for misconduct, or have you been arrested for or convicted of a crime that has not been annulled by a court, including sex-related or child abuse offenses? Yes No

If yes, please explain:

Signature of applicant:

Signature of parent or guardian:
if person registering is under the legal age of 18

Where did you get this course schedule? Mail Website E-mail Radio Magazine Facebook Other: _____

FOR HIGH SCHOOL STUDENTS ONLY: High School: _____ Graduation Date: _____

REGISTRATION STATUS

Certificate Student Continuing Education

DISCOUNTS: High School Student: **50%** Senior Citizen: **25%** Buddy Discount: **25%** League of NH Craftsmen: **20%**
Discounts may not be combined. NHAEA Member: **20%** NHAEA Membership #: _____ (must be included to receive discount)
 Alumni Discount: **20%** NHIA BFA Student Discount: **50%** * No Discount for MAW Classes

COURSE SELECTION

Dept./Course #	Course Title	Tuition \$	Discount \$	Materials \$	Model \$	Total
SECOND CHOICE:						

REGISTRATION FEE, NON-REFUNDABLE:	\$20.00
TOTAL:	

YES! I do agree to having my photo taken for Institute archives or publicity purposes.

PAYMENT INFORMATION

Check enclosed in the amount of: \$ _____ CHARGE TO: Visa MasterCard Discover American Express

Card #: _____ Exp. Date: _____

Credit Card Billing Address: _____

Signature: _____

While every effort has been made to ensure the accuracy of the information contained in this publication, we apologize for any errors that may occur.

ACCREDITATION

The New Hampshire Institute of Art is accredited by the National Association of Schools of Art and Design (NASAD).
 The Institute is a candidate for accreditation from the New England Association of Schools and Colleges.

CONTINUING EDUCATION MISSION STATEMENT

The Continuing Education program at New Hampshire Institute of Art is dedicated to providing community access to a broad range of professionally-led classes and workshops that encourage learning and appreciation of the visual arts.

HOW TO REGISTER

EARLY REGISTRATION:
To avoid class cancellation, please register early.
BY PHONE: (603) 836-2515
IN PERSON: Monday – Friday, 9 am – 5 pm
BY MAIL: Continuing Education Coordinator
 New Hampshire Institute of Art
 148 Concord Street
 Manchester, NH 03104-4858
BY FAX: (603) 641-1832
ONLINE REGISTRATION: Is not available.
 Visit our website at www.nhia.edu to download publications in Acrobat Reader and for more information on CE faculty and all registration policies.

REFUND POLICY

Registration fee is non-refundable.

If dropped 7 days prior100% refund of tuition and fees
 to the 1st class meeting

If dropped prior to50% refund of tuition and fees
 2nd class meeting

If dropped after the0% regardless of circumstances
 2nd class meeting

(Please note that registration fee is nontransferable.)
 All fees will be refunded if a class is canceled due to low enrollment.
 *There is no pro-rating of tuition, nor do we allow future class substitutions for partial class attendance.
 All refunds are mailed directly to the student in check form or are credited back to the student's credit card approximately one month after withdrawal and/or class cancellation.

PLEASE NOTE: A \$25 fee will be charged for checks returned for insufficient funds. This is necessary due to bank and administrative costs incurred by the Institute.

COURSE MATERIALS

A material list may be found under each course description.

STUDENT HANDBOOK

All students enrolled at the Institute must abide by the policies outlined in the Student Handbook. To download the Student Handbook please go to www.nhia.edu.

MAILING OF THE COURSE SCHEDULE

We will be e-mailing the course schedule to those students with e-mail addresses. Every effort will be made to ensure that you receive it; we apologize if you do not. You may access the course schedule at www.nhia.edu. Please call us to update your e-mail address or request a copy of the course schedule at **(603) 836-2515**.