

# Register Today!

• **Online:** [www.LoudounArtSquare.org](http://www.LoudounArtSquare.org)

• **By Phone:** 703-777-8043

• **By Mail:** Send this form with full payment to:

**ArtSquare • 12 Cardinal Park Drive SE, Leesburg, VA 20175**

LOUDOUN  
ACADEMY  
of the arts  
FOUNDATION



## Adult Class (16 years and up)

*Students under 16 may attend an adult class with special permission.*

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Parent Signature if student is a minor \_\_\_\_\_

1 Adult Class \_\_\_\_\_

Instructor \_\_\_\_\_

Session, Day & Time \_\_\_\_\_

Cost + (Model and/or Supply Fee if applicable) \$ \_\_\_\_\_

2 Adult Class \_\_\_\_\_

Instructor \_\_\_\_\_

Session, Day & Time \_\_\_\_\_

Cost + (Model and/or Supply Fee if applicable) \$ \_\_\_\_\_

**Adult Class Total \$** \_\_\_\_\_

## Youth Class (ages 3 to 16)

Student Name \_\_\_\_\_ Age \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

1 Youth Class \_\_\_\_\_

Instructor \_\_\_\_\_

Session, Day & Time \_\_\_\_\_

Cost + (Supply Fee if applicable) \$ \_\_\_\_\_

2 Youth Class \_\_\_\_\_

Instructor \_\_\_\_\_

Session, Day & Time \_\_\_\_\_

Cost + (Supply Fee if applicable) \$ \_\_\_\_\_

**Youth Class Total \$** \_\_\_\_\_

## Summer Camp (ages 5 to 16)

Student Name \_\_\_\_\_ Age \_\_\_\_\_

1) Camp Week \_\_\_\_\_ AM or PM \_\_\_\_\_ Class / Instructor \_\_\_\_\_ Cost \$ \_\_\_\_\_

2) Camp Week \_\_\_\_\_ AM or PM \_\_\_\_\_ Class / Instructor \_\_\_\_\_ Cost \$ \_\_\_\_\_

3) Camp Week \_\_\_\_\_ AM or PM \_\_\_\_\_ Class / Instructor \_\_\_\_\_ Cost \$ \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Eve. or Cell \_\_\_\_\_

E-mail \_\_\_\_\_

**Summer Camp Total \$** \_\_\_\_\_

Adult Class Total \$	_____
Youth Class Total \$	_____
Summer Camp Total \$	_____
<b>Total \$</b>	_____

Your signature is required as acceptance of your class registration and LAAF/ArtSquare Policies \_\_\_\_\_

Payment is enclosed (check/money order payable to LAAF). No cash by mail please.

Yes, I would like to include a tax-deductible donation of \$ \_\_\_\_\_ to Loudoun Academy of the Arts Foundation.

Please charge my  Visa or  Mastercard account # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Cardholder's name (please print)

\_\_\_\_\_  
Cardholder's signature required.

### School Policies

**Enrollment.** Full payment must accompany registration to be officially enrolled in a class. Payment may be made by Check, Cash or Credit Card (Visa or MC). Late registrations are welcome with space available and instructor's permission. Class fees will not be pro-rated.

**Cancelled Classes.** Classes with insufficient enrollment prior to the first class date will be cancelled. If a class/workshop is cancelled by the school, students are entitled to a full refund or tuition credit, or students may transfer to another class, space permitting. Refunds will be issued within 2-3 weeks of cancellation.

**Refunds.** Students may obtain a refund or tuition credit, less a \$20 handling fee, if notification to withdraw from a class is received prior to the first day of class. Refunds are not given after the first class meeting, but a tuition credit can be granted, less the cost of the first class, if notification is given before the second class meeting. If you are ineligible for a refund, please contact LAAF for information about applying your unused tuition as a tax-deductible donation. Classes are transferable if request is made five (5) working days prior to the first class.

Summer Camp students may obtain a refund or tuition credit, less a \$20 handling fee if withdrawal notification is received 5 days prior to the first class. No refunds will be made once the camp begins.

**Missed/Cancelled Classes.** Classes missed by students will not be rescheduled or refunded. The school will schedule make-up dates for classes cancelled due to inclement weather or any other reason. We follow the class cancellation schedule of Loudoun County Public Schools for all classes and workshops. Class make-up date(s) will be coordinated by the instructor who will notify their students by phone or at the next class meeting. In most cases, make-up classes are scheduled during the break week between sessions.

A complete list of school policies is contained on our website at <http://www.loudounacademy.org/regpolicies.html>

**Additional registration forms are online at [www.LoudounArtSquare.org](http://www.LoudounArtSquare.org)**