

# Registration Form

Register Online at [school.theartleague.org](http://school.theartleague.org)

or

Cash Receipt No.
For Office Use Only

Mail or Fax this form with full payment to:  
**THE ART LEAGUE SCHOOL**  
105 NORTH UNION STREET  
ALEXANDRIA, VA 22314  
Hours: Mon-Sat, 10:00am to 5:00pm

School Office Info:  
Fax: 703-683-0167  
Tel: 703-683-2323  
[school.theartleague.org](http://school.theartleague.org)

## STUDENT INFORMATION

Name \_\_\_\_\_  
Address (check if new address)  \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Day Phone \_\_\_\_\_ Eve Phone \_\_\_\_\_  
Email (for class confirmation) \_\_\_\_\_  
Minor's Age \_\_\_\_\_ Minor's Adult Contact \_\_\_\_\_  
Emergency Contact & Phone \_\_\_\_\_  
New to our School?  yes  no      New to the Course(s)?  yes  no  
Heard about the school by:  Word of Mouth  Advertising  Catalog  Website  Web search  Other \_\_\_\_\_

## COURSE INFORMATION

Term:  Fall  Winter  Spring  Summer and/or:  Workshop\*  Camp  
Course Title \_\_\_\_\_ Course Title \_\_\_\_\_  
Instructor \_\_\_\_\_ Instructor \_\_\_\_\_  
Day/Time \_\_\_\_\_ Day/Time \_\_\_\_\_  
Cost \_\_\_\_\_ Cost \_\_\_\_\_  
\*Workshop Date(s) \_\_\_\_\_ & \_\_\_\_\_

## PAYMENT INFORMATION

Payment enclosed (check/money order payable to **The Art League**, no cash by mail please).  
 Yes, I would like to include \$1 with my payment in support of the Student Scholarship Fund (ie: cost + \$1)  
or other amount: \_\_\_\_\_ (please specify)  
 VISA  MasterCard  Discover Network  
Card # \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ 3-Digit Security Code \_\_\_\_\_  
Cardholder's name (please print) \_\_\_\_\_ Cardholder's signature required \_\_\_\_\_

**All Students:** By submitting this form you indicate that you agree to abide by the school policies including the refund policy that states—No refunds are given unless we are notified ten days prior to a workshop or camp, or the Friday prior to the start of term for classes (see school calendar). There is a nonrefundable registration fee of \$20 (this fee is included in the tuition).

Signature required \_\_\_\_\_ Name (please print) \_\_\_\_\_

# theartleague

## School Information & Policy

### **The School**                      **703-683-2323**

The school office is located on the 2nd floor of the Torpedo Factory Art Center (TFAC), room 216. The office is open 10:00am–5:00pm, Monday through Saturday.

### **Classes**

The Art League School is a non-accredited institution and is open to all. A full range of day, evening, and weekend courses is offered in virtually all of the fine arts and many fine crafts. Our instructors are professional artists. The school offers children's classes for ages five through teens, and camps throughout the summer. Information is available on our website or by contacting the school during office hours.

### **Workshops**

Art League instructors, as well as distinguished visiting instructors, offer concentrated week or weekend sessions in specific media, techniques, and subjects. Travel workshops to international and domestic locations are also offered year-round. For information on travel workshops, contact Margaret Cerutti at 703-683-1780 or margaretc@theartleague.org.

### **Weather**

In case of inclement weather, go to our website home page, call the school office, or tune in for announcements on WJLA ABC 7, and TBD.

### **Holidays**

Classes do not meet on Thanksgiving, Easter Sunday, Memorial Day, or July 4. These holidays, or any additional days designated by the instructor, will have make-up dates.

### **School Policy**

No student will be denied admission on the basis of race, sex, or ethnicity. However, because of the need for group cooperation in classes, The Art League reserves the option of refusing admission to any person deemed incompatible with any class group due to disruptiveness, or for any impediment to the learning process of the group as a whole. Safety precautions and proper use of art materials and chemicals are rigorously practiced. Please use discretion when registering for classes, as The Art League cannot be held responsible for adverse reactions that may arise in some individuals. If you are pregnant, or think you may be, please consult a physician before registering.

The Art League reserves the right to substitute an appropriate instructor when it is necessary.

The Art League is not liable for personal injury or loss of property, including artwork belonging to students enrolled in the school.

### **To Register**

1. Updates, corrections, and additions to our catalog are published on our website throughout the year. Please go to [school.theartleague.org](http://school.theartleague.org) routinely and check for updates.

2. After making your selections, you may enroll online using Visa, Mastercard or Discover Network, or enroll by mail, fax (703-683-0167) or in person.

3. If not enrolling online, fill out the registration form and send it with your payment made out to The Art League School at 105 North Union Street Alexandria, VA 22314.

Upon receipt of your registration form and payment in full, unless the class is full or cancelled, you are registered. If the class is full or cancelled, you will be notified and are entitled to a full refund.

You may begin classes in any term and register for workshops at any time.

Late registrations will be honored for available classes only. A transfer fee of \$20 will be assessed for each transfer from one class to another, unless the transfer was a result of an administrative decision. All transfers must be made before the third meeting of the class.

No workshop and camp refunds are given unless The Art League School office is notified at least ten days prior to the start of the camp or workshop. No class refunds are given unless we are notified by the Friday prior to the start of the term (see calendar on the inside of the front cover of the catalog). There is a non-refundable registration fee of \$20 that is included in the tuition.

### **Location**

The Art League School is located in the Torpedo Factory Art Center (TFAC) at 105 North Union Street, Alexandria, VA 22314. Classes are also held in two other locations: the Duke Annex at 1 Duke Street, Alexandria, VA 22314; and the Madison Annex at 305 Madison Street, Alexandria, VA 22314. Fiber classes are held at The Art League's Springwater studio at the Madison Annex's 806 North Fairfax Street entrance.

### **Metro**

Take the Yellow or Blue Line to the King Street Station; then take the Alexandria Dash Bus #2 or #5, eastbound. For the Madison Annex, stay on the bus until the Madison and North Fairfax Street intersection. For both the TFAC and the Duke Annex, leave the bus at the King and Fairfax Street intersection; walk 2 blocks east on King Street to North Union Street. From Union Street the TFAC is to the left 1/2 block on the right; the Duke Annex is to the right 2 blocks ahead on the left. In addition, the King Street Trolley runs every 15 minutes from the King Street Station to Union Street; the free trolley operates seven days a week from 11:30am–10:15pm.

### **Parking**

Limited pay parking is available at the Duke Street Annex. A Duke parking pass may be purchased at the SOLO Garage for the duration of the class or workshop, or on a daily basis. For TFAC students, there is also inexpensive evening and weekend parking at the City Hall lot at 108 North Fairfax Street. Free parking is available after 6:00pm at Colonial Parking on 801 North Fairfax Street for Madison Annex students.