

Registration Form:



NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NO. (Home) _____ (Work) _____

E-MAIL: _____

EMERGENCY CONTACT NAME /TEL: _____

COURSE NAME: _____

COURSE NO. _____ DATE(S) _____ TIME: _____

TUITION FEE: _____ AMOUNT PAID: _____

COURSE NAME: _____

COURSE NO. _____ DATE(S) _____ TIME: _____

TUITION FEE: _____ AMOUNT PAID: _____

TOTAL ENCLOSED: _____

BALANCE DUE: _____

** 50% deposit is required to guarantee class placement. Balance is due prior to start of class.
Please see Information Sheet for cancellation/refund policy and other important information. Thank you.*

PAYMENT BY: CASH CHECK CREDIT CARD (please mark with "X")

ACCOUNT NO. _____ EXPIRY DATE ____/____/____

CREDIT CARD: AMER. EXPR. DISCOVER MASTERCARD VISA

SIGNATURE _____ DATE ____/____/____

Registration form and payment should be returned to:

Dundean Studios
17 Watchung Avenue, Suite 102
Chatham, New Jersey 07928

Tel: (973) 635-0505
Toll Free: (877) 511-0079
Fax: (973) 635-4213
www.dundean.com

Please make all checks payable to Dundean Studios Inc.

Rescheduling/Cancellation:

Should minimum enrollment for a class not be achieved by 5 days ahead of its first scheduled session, the studio reserves the right to postpone & reschedule the class, or to cancel the class. Students will be notified by telephone and advised of an alternative class and available dates or, if desired, a full refund will be made.

Refunds/Transfers:

Provided written or verbal notice is received at least 15 days before the class is scheduled to begin, a student may transfer to another scheduled class or request a tuition refund. A refund (less \$20 handling) fee will be made within 3 weeks from the date of the cancellation request; we regret that no refunds can be given unless this prior notice has been received. Any transfer requests made with less than 15 days notice will be subject to \$75 transfer fee.

Make-ups/Illness:

Sessions canceled due to inclement weather or instructor illness will be rescheduled. Please phone the studio in the event of snow to ascertain if your session is being held or if the studio is closed. Any student unable to attend a class due to his/her illness is requested to telephone the studio at least 4 hours ahead of the scheduled session; such students may make up the class; make-up sessions due to illness must be taken within 3 months.

Materials:

Materials and tools will be provided for use by students during regularly scheduled classes and workshops, and the cost of basic materials is included in the tuition fee. Materials, tools and equipment used during classes are the property of Dundean Studios and may not be removed. Students wishing to purchase any articles may do so during regular business hours. In some classes students will be working on projects involving a self-selected item (e.g. small piece of furniture in Painted Furniture) which should be discussed with the Studio prior to the first class session. Students may bring their own item with them or, if preferred, a project item can be provided by the Studio at an additional cost.

Course Content:

Management reserves the right from time to time to review the curriculum for a course and update/refresh the content with alternative techniques and finishes.

Waiting Lists:

Students on waiting lists will be notified by telephone if there is an opening for a class.

Tax Deduction:

An income tax deduction is permitted for expenses of education undertaken to maintain and improve professional skills. Any student working professionally in the decorative arts or painting field should consult his/her accountant to see if such a tax deduction is applicable, and should keep the tuition receipt.

Participation:

All courses are open to students who are at least 15 years old. Classes are held in the upstairs studio and we regret that it is not handicapped accessible.

Artwork:

Students must take home their sample boards, artwork and all painted furniture at the end of the course. Dundean Studios will not be responsible for any works left behind for more than 2 weeks after the final session of a completed class and management may dispose of such items at their discretion after such 2-week period.

Attire, Health & Safety:

Students will be using paints, glazes, varnishes and other materials and should dress appropriately. An apron and safety gloves will be provided during class for your use, but management is not responsible for the staining of any clothing or personal articles.

While most classes use entirely water-borne products, some finishes are still rendered in the traditional manner and both oil-based and water-based mediums are used. We practice strict safety standards in the studio and adequate ventilation is used. Should you have any allergies to solvents, or any concerns regarding materials, please discuss them with the Studio prior to registration for any courses.

Gift Certificates:

Dundean Studios Gift Certificates are available for purchase. Gift certificates are exchangeable for merchandise or tuition.

Returned Check Fee: A fee of \$25 will be assessed on all returned checks.