



# COOK GALLERY AND WORKSHOP

318 Fairway Ter SE  
Cedar Rapids, IA 52403  
(319) 651-5152



Write your class time here: \_\_\_\_\_

Please call to confirm before mailing.  
Class times are posted on:  
[www.cookgalleryandworkshop.com](http://www.cookgalleryandworkshop.com)

PLEASE PRINT

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 School \_\_\_\_\_ Grade Level \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Parent Cell # \_\_\_\_\_ Parent Cell # \_\_\_\_\_  
 Work #'s \_\_\_\_\_ Email \_\_\_\_\_  
 Address / City / Zip Code \_\_\_\_\_

## Tuition and Payment Information

**Material Fee (pay only once) \$155.00\***

**1st Month's Payment \$95.00\***

**TOTAL DUE FOR REGISTRATION \$250.00\***

Checks payable to Cook Gallery and Workshop

October's registration includes the one time material fee and your first monthly payment. Six additional monthly payments run November - April \$95.00\* each.

If you wish to pay the full amount for the academic year the total is: \$820.00\*

\*Your **check or cash** payment at this price reflects a 5% discount. Regular monthly payments are \$100.00.

**Full Tuition = 25 ART LESSONS**

### To be completed by parent, guardian or adult student

I agree to contract for instruction as specified above. I will pay tuition according to the policies, which are listed on the reverse side of this contract.

X \_\_\_\_\_

Signature of Parent/Adult Student

X \_\_\_\_\_

Please Print Signature

My signature below grants permission to Cook Gallery and Workshop to publish or broadcast any photographs, art work or videotapes taken during classes in which my child or their work appears for the purposes of promotion, publication, entertainment and/or education. Please note that photographs taken during any Student Art Exhibition may be used in publication without written permission.

X \_\_\_\_\_

Signature of Parent/Adult Student

X \_\_\_\_\_

Date

### For office use:

Registration payment \$ \_\_\_\_\_

Payment method/ MC / Visa /  
Check # # \_\_\_\_\_

Date: \_\_\_\_\_

Month	Check #	Amount	Date
Nov.			
Dec.			
Jan.			
Feb.			
Mar.			
Apr.			

# Cook Gallery and Workshop Policies

## Attendance and Missed Classes

1. It is important that students attend their regularly scheduled class time. Accommodating makeup sessions by attending another class during the week is not guaranteed and missed classes are subject to forfeiture. Many classes run at or near capacity, so it is not always possible to accommodate an additional makeup student. It is not to suggest that there is never cause for flexibility in a schedule, but it is to suggest that it should be minimal and at the discretion of the teacher. Parents and students must consider time and capacity limitations. Consider that in no other educational setting do we expect instructors to provide "make-up" classes.

***Be aware that lesson fees are not based upon class time entirely but an entire program. Fees contribute to the teacher's salary, rental, and maintenance of space, utilities, studio furnishings, equipment, computer lab and software expenses, websites and lessons; but, also for exhibitions, community displays, parents' meetings, office procedures, phone calling, reception necessities, office supplies and the printing of posters, brochures, forms and many other items required for maintaining an educational setting.***

2. Enrollment must be made for the academic year. Students registering after the term has begun will be charged from the date of their first lesson. October's payment includes the material fee and October's payment. Monthly payments are divided into 7 payments of \$95.00 each with the second monthly payment due in November. For each succeeding month tuition is due by the 7th with a \$10 late fee added after that date. A \$20 service charge will be assessed for each returned check. There are no monthly statements sent by the School. Please note when payment is due and mail accordingly or pay in person at the school.
3. Cook Gallery and Workshop believes in the importance of excellent art training in a child's total development, and needs the parents' commitment & encouragement at those times when interest lags. Following through with projects begun is also an important lesson for the child. The school reserves the right to discontinue any student who does not exhibit sufficient interest to progress.
4. Procedure for discontinuing lessons:
  - a. Notification is needed before the 1<sup>st</sup> of the next month to avoid being charged for that month.
  - b. A six week notice is greatly appreciated.
  - c. Material fees are non refundable.
5. Tuition entitles a student to school membership and scheduled weekly classes. **The full monthly fee is paid whether or not the student attends all lessons and no credits or refunds will be given for student absences.** Notification of inability to attend a class is appreciated, but does not excuse payment for contracted lessons. No refunds, credits or make-ups will be given for class fees once the classes have begun.