

Fort Point Studio School

Workshop Registration & Policies



Workshop Policies:

REGISTRATION: Classes at FPSS are small and enrollment is limited. Scheduling workshops requires coordinating the diverse needs of both faculty and students. Many students attending workshops need to arrange time-off with supervisors and/or hire substitutes while instructors need to order materials, prepare samples and schedule models. A percentage of our students and faculty travel from out of state and travel plans need to be booked ahead of time. All workshops take place in the studio space of practicing artists. These spaces need to be cleared and rearranged to accommodate demonstrations and activities. For these reasons we are requesting that students register three weeks in advance.

**The \$10.00 registration fee will be waived if the signed registration form and payment are post-marked on or before the three-week registration deadline indicated at the bottom of the course description. Deadlines are almost always 3 weeks before the start date of a workshop. A registration fee of \$10.00 is required for all registrations received after the deadline. Late registrations are accepted only if there is space available. Course confirmation will be sent via email 2-weeks prior to the first day of the workshop. Please do not make travel plans until you have received a confirmation. Please contact us if you have not received a course confirmation. You may also want to check your e-mail's junk/spam folder. Registrations are taken on a first come, first serve basis. Payment is due in full at the time of registration. No one can reserve a space in a class without payment. Tuition cannot be prorated.

To Register by Mail: Fill out the registration form and send it along with your check to: Fort Point Studio School, 249 A Street, Studio 41, Boston, MA 02210

Please make checks payable to **Lisa Knox DBA/FPSS**

In Person: Weekday afternoons between 12:30 and 4:30 (please call ahead to make sure someone is available).

For further information: www.fortpointstudioschool.com, fortpointstudio@aol.com, Tel. 617-451-2358

FPSS does not accept credit cards.

REFUNDS: Participants who withdraw two weeks prior to the start of a workshop will be refunded in full minus a \$10.00 processing fee. Cancellations made during the two weeks prior to the start of a workshop will be refunded only if your place is filled. No refunds will be provided for withdrawals or no-shows once a workshop has begun. Please allow one month to process your refund.

CANCELLATIONS: The class may be cancelled in the event the course does not meet the minimum enrollment. Students will be refunded in full.

STORM CANCELLATIONS: In the event of a late storm, an e-mail message will be sent to students by 7:30 am indicating whether class will be canceled. A message will also be left on the FPSS answering service.

SUPPLIES: Supplies are not included in the course fee unless indicated.

PROFESSIONAL DEVELOPMENT POINTS:

For PDP requirements please visit our website or call 617-451-2358.

LIABILITY: Students enrolled in studio workshops participate at their own risk, and agree to waive and release any and all claims of property damage or personal injury arising from participating in this workshop against Lisa Knox, Fort Point Studio School, 249 A Street Corporation, its residents and employees. Lisa Knox/FPSS cannot be responsible for personal property in the building.

VISITORS & GUESTS:

Guests, children and pets are not permitted to attend class.

NO SMOKING POLICY:

Smoking is not permitted in the studio or hallways.

Please Print

School/Business Affiliation _____

(Educators only) - Grade Level _____

Name _____

Street _____

City, State, Zip _____

Phone (home) _____

Phone (work/cell) _____

E-mail _____

Emergency Contact _____

Emergency Phone _____

How did you hear about us? _____

I have read and understand all Workshop Policies provided on this form.

*Signature: _____

Date: _____

See course schedule for course number, title and fee.

Number _____ Course Title _____ Fee \$ _____

Number _____ Course Title _____ Fee \$ _____

Number _____ Course Title _____ Fee \$ _____

Number _____ Course Title _____ Fee \$ _____

Total Fee(s) \$ _____

Registration Fee - \$10.00 \$ _____

** Post-Marked within 3-Week Deadline - Registration Fee Waived

Total \$ _____

Please make checks payable to: **Lisa Knox DBA/FPSS**

Mailing Address:

Fort Point Studio School
249 A Street, Studio 41, Boston, MA 02210

**COURSE CONFIRMATIONS ARE SEND OUT VIA EMAIL
2 WEEKS BEFORE THE START DATE OF A WORKSHOP**

For Office Use

Check Date _____ Check # _____ Bank _____

Amount _____ Dep. Date _____

Refund : Date _____ Check # _____ Amount _____

* Registration is not valid without signature

Updated 10/08