

Rocky Mountain College of Art + Design Continuing Education Registration Form



Personal Information (Please print)

Student Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime phone # _____ Evening phone # _____

E-mail address: _____

To qualify for our member discount, please include your organization and member ID number (AIGA, ADCD, CAEA, T4T):

Please note, RMCAD does not sell or trade contact information with anyone.
.....

Total(s)

See page 2 for class information.

List the total on this line. \$ _____ Course Title: _____ Course # _____

Are you a teacher seeking Continuing Education Units (CEUs)? Yes No

Prior to registering, please be certain of the program(s) you want and read the refund/withdrawal policy in the continuing education section of our website www.rmcaad.edu. All students assume the risk of change in their personal schedule or health.
.....

Payment Information

Credit Card Information (please contact us for other payment options)

Billing Address: _____

City: _____ State: _____ Zip: _____

Card Number: _____ Expiration Date: _____ Security Code: _____

Total Authorized Amount: \$ _____

Cardholder Signature: _____ Date _____

How did you find out about this class/workshop? (check all that apply)

Mailer Friend Website RMCAD student/alumni Art Teacher Other: _____

General Refund and Cancellation Policy

RMCAD reserves the right to alter its curriculum, cancel courses or change faculty without prior notice when circumstances warrant. All Continuing Education programs are subject to a minimum enrollment. If your program is canceled by RMCAD for any reason, a full refund will be issued. Participants assume the risk of change in their personal schedule or health, no exceptions. If you withdraw up to ten days before the program starts, full refunds less a \$50 nonrefundable registration fee are given by check. After that time, but before the program begins, a CE credit will be issued for withdrawals. Participants must contact the Continuing Education office, as instructors are not authorized to issue credits. CE credits will be given in the amount of registration less the \$50 nonrefundable registration fee. If registration fee is less than \$50, no CE credit refunds will be given. Refunds will not be issued after the start of a program. Transcripts will not be established for students of non-credit courses. CE students taking non-credit courses do not qualify for financial aid.

If you enroll in the Art Educator Retreat and wish to withdraw from the program you must do so 45 business days prior to the start of the program to receive a full refund, less the \$50 non-refundable registration fee. After 45 days, no refunds will be issued or cancellation accepted. Refunds are not issued after the start of the program.
.....

Five Ways to Register:

Registration for all fall adult programs is on-going, however space is limited so early registration is highly encouraged!

1. Online: Via the Continuing Education section of our website at www.rmcaad.edu

2. By mail using the forms provided or by downloading the PDF file of the registration form.

Mail to: Continuing Education, Rocky Mountain College of Art + Design, 1600 Pierce Street, Denver, CO 80214

3. By Fax (303.225.8610). Fax registrations must be charged to a credit card (Visa, Master Card, Discover or American Express). Card number, expiration date and the three digit security code (found on the back of the card) are required.

4. In person. Continuing Education (Rotunda Building), Monday - Thursday, 9 am - 4 pm.

5. By Phone: 303.225.8570 or toll free at 1.800.888.ARTS.

Complete registration form and registration fees or deposits are due at time of registrations. Checks and money orders should be made payable to RMCAD. Payment must be received in order for your registration to be complete.