

REGISTRATION FORM



Student Name _____ Today's Date _____

School Name _____ Age _____ DOB _____ Grade _____

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Emergency Contact Name _____ Emergency Contact Phone _____

Please include me on your email list. (We do not share our list.)

Are there any special needs or medical conditions we should be aware of? Yes No

If yes, please describe. _____

Class Name _____ Fee _____

Class Name _____ Fee _____

Class Name _____ Fee _____

Class Name _____ Fee _____

Subtotal

Administrative Fees _____

Membership Fee _____

Discounts _____

Total enclosed

All students, 18 years of age and under, are required to fill out a medical release form. Obtain this form on our website or by calling 845.471.7477.

I have read and fully understand Mill Street Loft's General Information & Policies.

Signature _____

Payment Method

Check enclosed (make payable to Mill Street Loft) Credit card: Mastercard or Visa

Billing Name _____ Billing Address _____

Account Number _____ Exp. Date _____ CCV Code _____

Authorized Signature _____

General Information

Office Hours

Monday – Friday, 9am – 5:30pm

Registration

To register by mail or in person:

Mill Street Loft
45 Pershing Ave.
Poughkeepsie, NY 12601

By email: info@millstreetloft.org

By telephone: 845.471.7477

By fax: 845.471.7507

Online: www.millstreetloft.org

Checks, cash and VISA/MC credit cards accepted. Registrations will not be considered valid without payment, and must be paid in full prior to the class start date.

Changes & Cancellations

Mill Street Loft reserves the right to substitute teachers, adjust class schedules and/or cancel classes due to under-enrollment. All students registered in a cancelled class will be notified, and a full refund of tuition (and materials fee, if relevant) will be made.

Materials

Unless otherwise indicated in the course brochure or on our website, the tuition INCLUDES all necessary materials for the class.

Refunds & Fees

A \$25 administrative fee will be charged for all registration changes and/or cancelled registrations less than two weeks prior to the start of class. No refunds are made for registration cancellations if less than one week's notice is given prior to the class start date. **No refunds are made after classes begin.** There is a \$25 administrative fee for returned checks.

Weather-related Closings

If weather necessitates closing the Loft, this information will be displayed on the online calendar at www.millstreetloft.org and posted on the building. It will also be broadcast on the following radio stations and their websites:

WSPK FM 104.7 (www.k104online.com)

WHUD FM 100.7 (www.whud.com)

WRNQ FM 92.1 (www.mylitefm.com)

WDST FM 100.1 (www.wdst.com)

Make-Ups

If Mill Street Loft cancels a class due to instructor illness or weather, every effort will be made to either provide a substitute instructor or offer a make-up. If a student misses a class, there will be no make-ups or refunds made.

Stay Connected

Mill Street Loft makes every effort to stay connected with our supporters and participants. You can help us by joining our many social networks and online groups.

Facebook: www.facebook.com/millstreetloft

YouTube: www.youtube.com/millstreetloft

REGISTER
845.471.7477
www.millstreetloft.org