

# CONNECTICUT NATURAL SCIENCE ILLUSTRATORS

*in collaboration with the Yale Peabody Museum*

## Registration Form

Please print or type

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

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ I am a new \_\_\_\_\_ or a returning student \_\_\_\_\_

**WHERE DID YOU FIRST HEAR ABOUT CTNSI?** (Required of all new students. PLEASE BE AS SPECIFIC AS POSSIBLE)

\_\_\_\_\_

Course #	Course Title	Instructor	Date(s)	Day	Time	Course Fee

**Required for #200 level courses and above:** I have completed the prerequisite \_\_\_\_\_ or I have instructor's permission to enroll \_\_\_\_.

**Please sign if you give permission to CTNSI to use photographs of you and/or your work as they pertain to CTNSI classes, workshops, exhibits, and events for promotional and educational purposes.** \_\_\_\_\_

**I have read CTNSI's Policies and Procedures (below)**

**Total fee due:** \_\_\_\_\_

Form of payment: **Personal check made out to Connecticut Natural Science Illustrators.**

(Please do not include materials fees in the check—tuition fees only.)

Mail the upper part of this form and your payment to: CTNSI Program Coordinator, PO Box 2441, Branford CT 06405

Checks will not be processed until the class begins. Full payment will be refunded in case a class is cancelled.

Confirmation of enrollment and a materials list will be sent by email or US Mail within ten days of receipt of payment.

**Register early to ensure a place.** Students should allow sufficient time to secure materials prior to the first day of class.

CTNSI reserves the right to cancel a class a few days before the start date in case of insufficient enrollment.

### Location of classes and parking information:

Classes are held in the Yale Peabody Museum of Natural History, 170 Whitney Avenue, New Haven CT 06520-8118.

Directions and parking information will be sent with confirmation of enrollment. The museum building is handicapped accessible.

### CTNSI Policies and Procedures.

**Information:** Website: [www.ctnsi.com](http://www.ctnsi.com), Email: [ctnsi.info@gmail.com](mailto:ctnsi.info@gmail.com) or Phone: 203.695.1215

**Registration:** Registrations are processed upon receipt. A letter of confirmation will be mailed within ten business days of receipt of registration form and course fee. Payment will not be processed until the class begins. If a course is full, students will be notified and the tuition payment returned. Students will be charged \$25 to cover the cost of a check returned for insufficient funds.

**Enrollment eligibility:** Classes are designed for adults. At this time we cannot accommodate persons under 18 years of age.

**Class size:** Enrollment in each class is limited. Register early to assure a place.

**Materials list:** A materials list will be sent with confirmation. Students should allow time to purchase materials before class meets.

**Course cancellation:** If a course is cancelled, students will be refunded 100% of the fee.

**Refund policy:** If a student withdraws from a course prior to the first day of class, the following schedule will apply:

2 weeks or more before course begins: Course fee less \$15 processing fee.

Less than 2 weeks but 24 hours before course begins: 50% of course fee.

Day course begins: no refund without a legitimate medical excuse signed by a physician.

All withdrawals must be made in writing to the program coordinator. (This can follow an email message or a phone call.)

**Course prerequisites:** Courses numbered 200 and above require a prerequisite or permission from the instructor.

**Class cancellations:** Incident weather: It will be the student's responsibility to check if a class will run. Phone: 203.421.1961, 203.415.6601 or 203.695.1215.

If an instructor cancels a class, he/she will make every effort to notify the students by email and/or phone in a timely manner.

**Curriculum changes:** CTNSI reserves the right to change its calendar, withdraw or modify a course and/or substitute instructors. CTNSI will make every effort to notify students of such changes.

Connecticut Natural Science Illustrators, PO Box 2441, Branford CT [www.ctnsi.com](http://www.ctnsi.com) 203.695.1215