

CLASS REGISTRATION FORM

How did you hear about this class? by mail class instructor CMA website other

Registrant's Name: _____
LAST FIRST MI

School-aged Students: _____
DATE OF BIRTH GRADE NAME OF PARENT/GUARDIAN

MEMBER # (if applicable) _____

ADDRESS _____ CITY STATE ZIP _____

DAY PHONE _____ EVENING PHONE _____ E-MAIL _____

| Class # | Title | Start Date | Time | Fee | Office Use |
|---------|-------|------------|------|-----|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | \$ | TOTAL |

Payment Information

- Check enclosed payable to Carnegie Institute
- Charge my (CIRCLE ONE): Visa MasterCard American Express

CARD NUMBER _____ EXP. DATE _____ SIGNATURE _____

Office use only

DATE RECEIVED MAIL CODE BATCH # REFERENCE # DATE ANSWERED CHECK REQ REASON

STUDENT ID # _____

Mail

Send your completed registration form with full payment (check, Visa, MasterCard, American Express) to:

Carnegie Museums of Pittsburgh
 Program Registration Office
 4400 Forbes Avenue
 Pittsburgh, PA 15213-4080

In Person

Bring your completed registration form and full payment (check, Visa, MasterCard, American Express) to the Program Registration Office, Mon.–Fri., 9:00 a.m.–4:30 p.m.

By Phone

Call 412.622.3288, Mon.–Fri., 9:00 a.m.–4:30 p.m. Visa, MasterCard, American Express only, \$10 minimum.

Fax

Call 412.622.6257, Must include credit card number, \$10 minimum.

Cancellations/Refunds/Transfers

Carnegie Museum of Art reserves the right to cancel programs due to low enrollment one week before the program date.

Full refund is given if canceled by Carnegie Museum of Art prior to the first class.

Multi-session classes

- Full refund less \$10 handling fee if withdrawal is made with more than one week's notice.
- Withdrawals with less than a week's notice (but prior to the second class meeting), full refund less \$10 plus a single class fee.
- No refund after the second class has met.

Single-session classes & events

- No refund for classes/events \$10 or under.
- Full refund less \$10 handling fee if withdrawal is made with more than one week's notice
- No refund with less than one week's notice.

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|---------------------------------|---------------------|--------------|
| Museum Hours | General Information | 412.622.3131 |
| Tues.–Sat. 10:00 a.m.–5:00 p.m. | Group Tours | 412.622.3289 |
| Sun. noon–5:00 p.m. | Membership | 412.622.3314 |
| Thurs. evenings until 8:00 p.m. | | |
| Closed Mon. | | |