

# Registration Information

Register early. Registrations are processed in the order received. Sign up early. No spaces will be held without full payment. Students who register by mail or fax should assume acceptance unless otherwise notified. It is the responsibility of the student to appear in class on the correct day and hour without additional notice. There are no prerequisites for admission and all classes are open to beginners unless otherwise noted. You may be pictured in PCA promotional material.

## Three easy ways to register:

**1. By Mail.** Return the completed registration form to: Pittsburgh Center for the Arts School, 1047 Shady Avenue, Pittsburgh, PA 15232

**2. By Phone or Fax.** Registrations with credit card payment only.  
Phone: 412.361.0455 (dial ext. 324 after 5 p.m.) fax: 412.362.4589

**3. In Person.** Register at our School weekdays from 9 am to 5 pm Call for evening and weekend hours.

**Payment Options:** Make checks payable to: Pittsburgh Center for the Arts (a \$35 fee is charged for returned checks). Complete the Visa, MasterCard, Discover or American Express information on the registration form.

**Cancellations and Refunds:** Occasionally, classes are canceled due to insufficient enrollment. In such cases, the Registration Office will notify you approximately 48 hours before the class begins and the full class fee will be refunded, either by check or credit card, depending on your form of registration. The Center reserves the right to substitute instructors.

**Camps:** If you wish to cancel a child's enrollment in a camp, you must notify the Registration office no later than 5 pm the Monday before the camp begins. You will be charged a \$25 cancellation fee and will receive your refund in the form of a Pittsburgh Center for the Arts Gift Card, redeemable for a future class or camp.

**Saturday Classes:** Students may cancel a class before the second class begins by calling the Registration Office. You will be charged a \$25 cancellation fee, and will receive your refund in the form of a Pittsburgh Center for the Arts Gift Card, redeemable for a future class or camp. If the first class has met, you will be charged for that class—in addition to the cancellation fee—regardless of your attendance. No refund will be made once the second class begins and under no circumstances will tuition be transferred to another term.

**Membership fees are non-refundable. No cash refunds are available. Processing of refunds takes approximately three weeks.**

**Transfers:** A \$15 transfer fee will be charged for all transfers. A transfer may be made by calling the Registration Office. No transfers will be permitted after 5 pm the Monday before a camp begins.

**Camp Info:** Classes and camps are filled in the order registrations are received. It is the responsibility of the student to appear in class on the correct day and hour without additional notice. There are no prerequisites for admission unless specifically stated. Your child may be pictured in PCA promotional material.

**Waiting Lists:** Waiting lists are maintained for full classes. Students must request that their names be placed on the waiting list, and will be contacted if space becomes available in the requested class. Students then have 12 hours to notify the Registration Office of intended enrollment before their space is offered to another student.