

REGISTRATION FORM.

Mail to: Piven Theatre Workshop, 927 Noyes St. #110, Evanston, IL 60201

Fax to: (847) 866-6614

Questions? Call: (847) 866-6597

STUDENT INFORMATION

Student's Name: _____ Gender: M / F

Address: _____

City/State/Zip: _____

Phone: (home) _____ (cell) _____

Primary Email: _____

How did you hear about us? _____

(If you are a NEW student, and were referred to us by a RETURNING student, please let us know so you and s/he can receive a \$50 Refer-a-Friend discount off your class this session! Only valid if both you and your friend register for a class in the same session.)

If student is under 18, please complete the following:

Primary Parent Name: _____

Parent Email: _____

Cell Phone: _____ Work Phone: _____

Secondary Parent Name: _____

Parent Email: _____

Cell Phone: _____ Work Phone: _____

Student Email: _____

Date of Birth: _____ Grade: _____

School: _____

CLASS INFORMATION

Name of Class: _____

Day & Time: _____ Please check one: Fall Spring Summer

Cost: _____

Name of Class: _____

Day & Time: _____ Please check one: Fall Spring Summer

Cost: _____

Name of Class: _____

Day & Time: _____ Please check one: Fall Spring Summer

Cost: _____

Total Amount Due: _____

PAYMENT INFORMATION

cash check visa mastercard discover american express

Credit card #: _____ Expir. Date: _____

Name on the card: _____

Signature: _____

Tuition Paid: \$ _____

+ Would you like to add a tax-deductible donation? Amount donated: \$ _____

= TOTAL : \$ _____

Registrations will be processed in the order in which they are received. You will receive an email confirmation as soon as your registration has been processed. The confirmation will also include any information pertinent to the classes in which you have registered. Please see the reverse for policies and additional information. Thank you, and we look forward to welcoming you to Piven Theatre Workshop!

INFORMATION & POLICIES.

Piven Theatre Workshop, 927 Noyes St. #1110, Evanston, IL 60201

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ADVANTAGES FOR PIVEN STUDENTS

Choosing to study at Piven means you can enjoy the following advantages:

- o Rehearsal space! Students can use our classrooms, as available, to rehearse their work for class (Subject to availability, class schedules, and production schedules.)
- o Discounted ticket offers to our professional subscription series
- o Flexible payment plans
- o One-on-one feedback and recommendations on their next class for every student at the end of their class
- o Open Performances of their work for family and friends at the end of each session
- o Fun events, such as staged-reading, panel discussions, parties, and salon performances

DISCOUNTS

- o **Early-Bird Discount:** Register by December 19th for the Spring Session or by April 2nd for the Summer Session and get \$50 off your next class! Discount can be applied to multiple classes or multiple registrations per family. Discount not available on Week-Long Intensives, Weekend Workshops, & Master Classes.
- o **Refer-a-Friend Discount:** Returning students can get \$50 off their next class for EACH new friend they refer to the workshop who registers AND get their friend \$50 off as well! This offer can be combined with the early-bird discount. Discount only applies if both the returning student and the new friend register for the same session. Discount not available on Week-Long Intensives/Conservatories, Weekend Workshops, & Master Classes.
- o Don't see the class you want on the day you need? If you can get 7 other friends, Piven will put together a class on the day and time of your choice! Call (847) 866-6597 for more information.

POLICIES

- o **Scholarships & Payment Plans:** Piven Theatre Workshop is proud to provide financial assistance to any student in need. Please call (847) 866-6597 for scholarship applications & payment plan information.
- o **Special Needs:** Our classes are fairly physical and highly interactive. If your child is not able to participate in these normal class activities with or without reasonable accommodation, please advise. If you need additional information about our classes to make this assessment, please call the workshop at (847) 866-6597.
- o **Parents, please keep in mind:** Piven Theatre cannot be responsible for children before or after class time. It is the responsibility of the parent to be at the Center on time to pick up their children. Teaching staff is not on site outside of class hours.
- o **Make-up Class Policy:** No make-up classes are provided for students who miss a class, and no refunds or pro-rating are offered.
- o **Refund Policy:** A \$75.00 non-refundable deposit is included in the cost of each class. Tuition is refundable (minus the \$75 deposit) ONLY if the Piven Theatre Workshop is notified by the next business day after the first class of the session. After this day, tuition becomes non-refundable. If you have taken advantage of our Early-Bird Discount offer or Refer-a-Friend offer, tuition is completely non-refundable. You may transfer free of charge to another class in the same session within the first two weeks of class. Students are responsible for notifying the Piven Theatre Workshop that they wish to drop a class; not attending does not constitute an official withdrawal. Classes may be cancelled due to low enrollment. Cancellations may be made at the last minute and students will be notified by phone and/or email. Tuition will be promptly refunded.
- o The Piven Theatre Workshop is committed to providing a safe and positive creative environment for our students, and does not discriminate on the basis of gender, race, religious affiliation, or any other factor in the registration of students or the hiring of staff. As deemed necessary or desirable by Piven staff, however, Piven Theatre reserves the right to withdraw or refuse registration of, and to expel, any student or students who conduct themselves in a manner that is not conducive to a safe and positive creative environment. Students are expected to be courteous and respectful at all times to other students, Piven teachers, Piven staff, and Piven property. Piven is not responsible for any injuries sustained on its premises.