



# REGISTRATION FORM

## STUDENT INFO

Student's Name: \_\_\_\_\_ Gender:  M  F

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Primary E-mail: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**If student is under 18, please complete the following:**

Primary Parent Name: \_\_\_\_\_

Parent E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Secondary Parent Name: \_\_\_\_\_

Parent E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Student E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

## CLASS INFO

Name of Class: \_\_\_\_\_

Day & Time: \_\_\_\_\_

Please check one:

Fall  Spring  Summer

Cost: \$ \_\_\_\_\_

Name of Class: \_\_\_\_\_

Day & Time: \_\_\_\_\_

Please check one:

Fall  Spring  Summer

Cost: \$ \_\_\_\_\_

## REGISTER

**BY MAIL/IN PERSON:**

**Piven Theatre Workshop  
927 Noyes St., Suite 110  
Evanston, IL 60201**

**BY PHONE: (847) 866-6597**

**BY EMAIL: [info@piventheatre.org](mailto:info@piventheatre.org)**

## PAYMENT INFORMATION

cash  check  visa  mastercard  discover  amex

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 e-mail 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. Checks should be made out to "Piven Theatre Workshop."

Thank you, and we look forward to welcoming you to Piven Theatre Workshop!

**Registration not accepted by fax**



# INFORMATION & POLICIES

## **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.

## **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.

*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.*

## **Make-up Class Policy:**

No make-up classes are provided for students who miss a class, and no refunds or pro-rating are offered.

## **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. Tuition policies may vary by class, please carefully review your e-mail confirmation. 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 e-mail. Tuition will be promptly refunded.

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.

## **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 cannot be combined with any other discounts. Discount not available on Week-Long Intensives, Weekend Workshops, & Master Classes.

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 you need! Call (847) 866-6597 for more information.

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**THE PIVEN THEATRE WORKSHOP IS GRATEFUL FOR THE SUPPORT OF:**



**THE RICHARD H. DRIEHAUS  
FOUNDATION**



**GAYLORD & DOROTHY  
DONNELLEY FOUNDATION**