



Ketchikan MUSEUMS

TOTEM HERITAGE CENTER

2018 - 2019 Native Art Studies Program *Class Registration*

How to Register:

- * **Drop In:** Stop in at the Totem Heritage Center, 601 Deermount St., to register and pay for any class.
- * **Telephone:** Register for classes by calling (907) 225-5900.
- * **E-mail:** StaceyW@ktn-ak.us

Complete registration and payment more than two weeks before the start of class to receive a discount on your registration fee.

Payment Methods: *students are not fully registered until payment is received*

- * **Cash:** Cash payments can be made in person when registering. **Please do not** mail cash.
- * **Check:** Make checks payable to: "City of Ketchikan".
- * **Credit Card:** We accept MasterCard and Visa. You may use a credit card when paying for classes in person or via telephone. **Please do not** mail or e-mail credit card information.
- * **Funding Agencies:** It is the student's responsibility to make arrangements with funding agencies offering scholarship. The Totem Heritage Center must receive a funding confirmation letter from the agency one week in advance of the first day of class.

Certificate of Merit Tracking:

Students may elect to pursue a Certificate of Merit in Carving, Weaving or Regalia through the Totem Heritage Center. Contact us for more information about this opportunity and class requirements.

University of Alaska Credit:

Students may receive college credit for classes taken at the Totem Heritage Center. For information call the University of Alaska, Southeast, Ketchikan Campus: (907) 225-6177. Arrangements to receive college credit must be made prior the start of class. **Fees associated with receiving college credit are not included in the THC class fee, and are paid to UAS.**

Please complete Student Information below:	FOR STAFF USE ONLY:
Registration Date:	NASP Class Fee:
Name:	Materials Fee, Tax Included:
Address:	Early Registration Discount:
City, State:	Total: \$
Phone:	Method of Payment:
E-mail:	Cash: Check: Credit: Not PD:
Track Classes for Certificate of Merit?	Funding Agency:
Please select your class from the drop down list:	Registered By:
	Date Payment Received:

Class Policies

Class Fees: Class registration fees are as listed for each course. A discounted rate is awarded for registrations made more than two weeks prior to the first day of class. There is no discount for Spring Break Youth Classes. *Class fee does not include cost of materials.*

Refunds: If you request a refund, you will receive:

1. 100% tuition refunded if the class is cancelled by the Totem Heritage Center.
2. 100% tuition refunded less a \$20 processing fee if you withdraw from a class two weeks or more prior to the first day of class.
3. 75% tuition refunded if you withdraw up to one week prior to the first day of class.
4. No refund if you withdraw less than one week prior to the first day of class.
5. For classes taken for college credit, please call (907) 225-6177 for information on the University of Alaska's refund policy

Please allow three to four weeks to process all refund requests.

Cancellation

Ketchikan Museums reserves the right to change or cancel any of its classes. Any class with fewer than ten registered students may be cancelled. In the event a class is cancelled, a full refund will be made.

Children

Students must be at least 18 years of age unless the class is specifically designated for youth. Please do not bring children with you to class to ensure you and all students are able to hear, focus and to learn.

Visitors

Only authorized instructors, staff, and students are allowed while classes are in session.

Class Materials

Prior to class a list of required supplies and recommended reading will be sent to all registered students.

Cell Phones

Out of courtesy to the instructor and other students, participants are asked to turn cell phones off or silence. In the event a phone call is necessary, you are asked to step out to an area where others will not be disturbed.

Smoking

Smoking is not permitted on Totem Heritage Center property.

Clean Up

Students are responsible for helping with clean-up of the work space at the end of every class session.

UAS and Certificate of Merit Credit

Students must successfully complete the class to receive credit. Successful completion of a class is determined by the instructor. Attendance at all class sessions is expected. Students may not miss more than 20% of any class to receive credit. A passing grade, given by the instructor, is required to be eligible for credit.

PHOTOGRAPHY: Totem Heritage Center staff takes photographs of NASP students and their work for use in our records, and for Museum publicity in all media. If you do not want images of yourself used for these purposes, please inform staff.

I have read, understand and agree to the terms of the class fees and policies listed above:

Signature

Date

For e-mail submissions: Typing your name here constitutes your agreement with the above terms and conditions.