

Summer 2010

REGISTRATION INFORMATION



4 WAYS TO REGISTER!

Registration begins April 5. Register early to guarantee enrollment and prevent course cancellations.

- 1. ONLINE:** www.pafa.org/CE
- 2. PHONE:** 215-972-7632
- 3. MAIL:** **Continuing Education Programs***
 Pennsylvania Academy of the Fine Arts
 128 North Broad Street
 Philadelphia, PA 19102
- 4. IN PERSON:** Visit the Continuing Education office on the 3rd Floor of the Samuel M.V. Hamilton Building

* Please mail a completed registration form with check, money order, or credit card information. We accept VISA, MasterCard, American Express and Discover Card. Make checks or money orders payable to "PAFA."

REGISTRATION DEADLINES

One-Week Intensive Sessions

May Intensive	May 14
July Intensive	July 2
High School June Intensive	June 18
High School July Intensive	July 2

Six- and Twelve-Week Sessions

Six-Week Session 1 (Day/Evening)	May 21
Six-Week Session 2 (Day/Evening)	July 2
Twelve-Week Evening Session	May 21

Workshops, Lectures, Seminars and Special Programs

Registration deadlines vary. Please refer to individual course descriptions.

STUDENT ADVISING

For assistance in course selection or to make an appointment, call 215-972-7632 or email continuinged@pafa.edu.

Continuing Education Programs Office Hours

Monday – Thursday	9 a.m. – 7 p.m.
Friday	9 a.m. – 5 p.m.
Saturday	9 a.m. – 1:30 p.m.

When evening and/or Saturday classes are not in session, the office will be open Monday through Friday, 9 a.m. – 5 p.m.

CREDIT

PAFA is accredited through the National Association of Schools of Art and Design (NASAD) and is a member of the Association of Independent Colleges of Art and Design (AICAD).

Undergraduate Credit

One-, six- and twelve-week courses are offered for 1.5 undergraduate credits or non-credit. If taking a course for credit, the student may incur additional coursework, and will receive a course grade and appropriate credit that will appear on an official PAFA transcript.

FOR K-12 EDUCATORS

Act 48 credit

PAFA is approved by the state of Pennsylvania to offer Act 48 credit to both credit-bearing courses and non-credit workshops. Educators electing to receive Act 48 credit should notify the Continuing Education Programs office when registering.

New Jersey Department of Education Professional Development Provider System

PAFA is a New Jersey Professional Development Provider. Educators electing to take Continuing Education courses for professional development should notify the office when registering.

Graduate Credit

K-12 educators enrolled in the Summer Academy for Teachers or the new Advanced Curriculum for Educators (ACE) program may take regular CE courses for graduate credit. Please visit www.pafa.org/CE for more information or call 215-972-7632.

COURSE TUITION AND FEES

One-, Six- and Twelve-Week Course Tuition:

\$525 for credit
 \$425 for non-credit

One-Week High School Intensive Course Tuition:

\$350 for 1.0 credit or non-credit

Tuition varies for Workshops, Lectures, Seminars and Special Programs. Please refer to individual course descriptions.

Half-Day Option

All courses are designed for full-time attendance. Select courses may be taken for half-day or one evening per week, for non-credit. Courses taken for half-day or one evening per week may be combined for a multiple course discount, but not to qualify for credit status. For more information, please call 215-972-7632.

Lab and Material Fees

Please consult individual course descriptions for any applicable lab or materials fees.

Late Fee

Registrations received after 5 p.m. on their deadline date will be assessed a late fee of \$25.

Locker Rental

Lockers are available on a first-come, first-serve basis for \$10. Due to their limited availability, lockers on the 7th floor of the Samuel M.V. Hamilton Building are \$20.

DISCOUNTS

Frequent Student Discount*

- Accumulate five full-length courses (or equivalent) and receive your sixth course of equal or lesser value free.
- **NEW!** Accumulate five two-day workshops (or equivalent) and your sixth is free!

Referral Discount*

Refer a first-time Continuing Education student, and you and the new student will receive a 10% discount on tuition.

Membership Discount*

Academy Members at the "Friends" level and above receive a 10% tuition discount on regular courses.

*Restrictions apply. Lab, materials and locker fees are not eligible for discount. Call 215-972-7632 for details.

REFUND POLICY

Withdrawals must be made in writing via letter or email to the Continuing Education Programs office. Students withdrawing are charged a \$30 administrative fee per dropped course or workshop. Refund of tuition and lab fees will be adjusted according to the following schedule (less the \$30 fee), unless otherwise indicated.

Prior to one week before the 1st class	100%
After the above, prior to the 2nd class	50%
After the above	0%

COURSE CANCELLATIONS

If minimum enrollment is not met, a class will be cancelled on or shortly after its registration deadline date. Students will be notified by phone and may choose to transfer into another class or receive a full tuition and fee refund. Please register early to help prevent course cancellation.

TRANSPORTATION AND PARKING

PAFA is conveniently located near the SEPTA Market East and Suburban train stations, bus and trolley stops and PATCO Hi-Speed Line station stops. For SEPTA information, call 215-580-7800 or visit www.septa.org. Discounted parking is available at adjacent Parkway Corporation parking lots. Tickets must be validated by Security staff.