



# REGISTRATION INSTRUCTIONS & MEMBERSHIP

## REGISTRATION AND MEMBER INFORMATION

Please register using the form on page 2. Scholarship information for youth and adult classes can be found at [loft.org/scholarship](http://loft.org/scholarship). If you would like to sign up for and receive a member discount, please do so below.

### CLASS FEES

Please see the class description for the standard class fee rate, member rate, and low-income rate. Members who have contributed at least \$60 in the past year or sustaining members who contribute at least \$5 a month are eligible for an instant 10% tuition discount. If you are not sure if you are a current member, please call 612-379-8999. Members of the St. Paul Jewish Community Center may take advantage of the 10% discounted member rate for classes that take place at the Jewish Community Center (JCC). To qualify for the 30% low-income rate, you must be a single-person household with a total annual income of \$25,000 or less OR a household of two or more with a total annual income of \$45,000 or less. NOTE: Some classes also include a materials or copy fee, which is payable directly to the teaching artist, and is not included with your registration fee.

### REFUNDS

**Partial refunds of 85% will be granted for cancellations received before the first class meeting of a single- or double- session class; second class meeting of a multi-week class or one-week summer youth class; or start of the second week of an online class. We cannot refund students for missed classes. Events and conferences have refund deadlines, after which there are no refunds available.**

### ONCE YOU FILL OUT THE REGISTRATION FORM, PLEASE MAIL IT TO:

The Loft Literary Center, Attn: Education  
1011 Washington Avenue South  
Suite 200, Open Book  
Minneapolis, MN 55415

## CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ Phone (Evening) \_\_\_\_\_

Email \_\_\_\_\_

I am requesting assistive listening technology (if available)

## OPTIONAL

**MEMBERSHIP CONTRIBUTION** Members who have contributed at least \$60 in the past year or sustaining members who contribute at least \$5 a month are eligible for an instant **10% tuition discount**.

### SELECT MEMBERSHIP TYPE

- Sustaining Membership (Minimum \$5/month)  \$5/mo  \$10/mo  \$15/mo  \$25/mo  Other \$\_\_\_\_\_/mo
- Annual Membership  \$60  \$125  \$250  \$350  \$500  \$1,000  Other \$\_\_\_\_\_

In any publications, please acknowledge me as: \_\_\_\_\_

Additional Household Members:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_



# CLASS REGISTRATION FORM

## CONTACT INFORMATION

You may just enter your name if you already filled this info out on page 1.

Mr/  Ms—Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ Phone (Evening) \_\_\_\_\_

Email \_\_\_\_\_

I am requesting assistive listening technology (if available)

## YOUTH REGISTRATION

If you are registering a youth (ages 6–17) for a class, please fill out the information below. We cannot accept youth registrations that do not agree to the terms below.

Name of Student(s) \_\_\_\_\_

Age(s) \_\_\_\_\_

I give permission for my registered child/children to participate in all class activities on and off The Loft Literary Center’s property. Note: All classes will take place in the Loft’s classrooms and performance areas at Open Book, 1011 Washington Avenue South, Mpls, MN 55415 unless otherwise noted in the class description.

I understand that it is my responsibility to drop off and pick up my child/children at the published class start and end times. Loft staff and teaching artists cannot provide extended child care in your absence. Failure to comply with this agreement will result in the removal of my child/children from the program.

## CLASS SELECTIONS

Class Title (1) \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Class Title (2) \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Class Title (3) \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Total Class Fees: \$ \_\_\_\_\_

Member donation (from page 1, do not include sustaining membership): \$ \_\_\_\_\_

**Total Fees: \$ \_\_\_\_\_**

## PAYMENT INFORMATION

I am applying for a scholarship (please turn to page 3)

Please make checks payable to The Loft Literary Center.  Check  VISA  MasterCard  Discover  AmEx

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print name as it appears on card \_\_\_\_\_

Cardholder Signature \_\_\_\_\_