

Summer Study

Registration Information

Sotheby's Institute of Art-New York
570 Lexington Avenue, 6th Flr., New York 10022
E-mail: publicprogramsNY@sothebysinstitute.com

THE REGISTRATION FORM

Please complete all sections. To register students must have a high school diploma or equivalent. As courses are not offered for credit, please indicate if you are interested in applying for credit from your home institution.

REGISTRATION FEES

A one-time registration fee of \$50 is payable for summer study. Registration fees are nonrefundable.

ONLINE REGISTRATION

You may register online 24 hours a day, 7 days a week. Payment by credit card only.

TELEPHONE REGISTRATION

Monday - Friday, 9:00 am to 5:00 pm
Call 212.517.3929 to register
Please have course title, course date, credit card number and expiration date ready.

MAIL REGISTRATION

You may mail your completed registration form with check or money order enclosed, to:
Professional Studies and Public Programs
Sotheby's Institute of Art-New York
570 Lexington Avenue, 6th Flr., New York 10022

PAYMENT

Payment may be made by American Express, MasterCard, Visa or check. Checks should be drawn on United States bank with United States bank routing number, in dollars. Foreign checks are not accepted. International money orders in United States dollars (such as American Express) are accepted. Checks should be made payable to: Sotheby's Institute of Art-NY Unfortunately, we cannot accept cash payments. Full payment is required at the time of registration.

LATE REGISTRATION FEES

Late enrollment is only accepted prior to the second class session. Students will be charged a late registration fee of \$50.00 after May 2 (Session I), or after June 6 (Session II.)

COURSE TRANSFER FEES

A \$50.00 fee will be payable for students wishing to transfer to a different course once classes have begun.

COURSE CANCELLATION & POLICIES

Sotheby's Institute of Art reserves the right to cancel any course in which the number of students enrolled is deemed insufficient. All tuition and fees paid for such a course will be refunded. To withdraw from a course you must notify the Professional Studies and Public Programs Office, in writing, of your intention to withdraw. You may do so by e-mailing your withdrawal to publicprogramsNY@sothebysinstitute.com, or mail; or by completing a withdrawal form, in person, at the Institute. Failure to complete a course does not constitute official withdrawal, nor does notification to the instructor, nor does lack of attendance, nor does dissatisfaction with a course. *Cancellation of payment does not constitute withdrawal, nor does it reduce indebtedness to the Institute; in this case, a penalty of \$25 stop-payment (subject to change without notice) must be charged.*

REFUND POLICY

Refunds are computed based on the date and time the written or electronic withdrawal is received. The refund schedule is as follows:

Session I May 31-June 23

- Prior to April 18: Full refund of tuition
- Prior to May 2: 80% Refund of tuition (20% penalty)
- After May 2: No tuition refunds

Session II July 5-July 28

- Prior to May 23: Full refund of tuition
- Prior to June 6: 80% Refund of tuition (20% penalty)
- After June 6: No tuition refunds

Submission of the registration form along with full tuition payment constitutes acknowledgement and acceptance of the terms and conditions of these programs.