

# Registration Information

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

## THE REGISTRATION FORM

Please complete all sections of the registration form except those indicated "Office Use Only" **Note:** These courses are not for credit. To register students must have a high school diploma or equivalent.

## REGISTRATION FEES

A registration fee of \$20 is payable once each semester. Additional courses in the semester are not subject to a registration fee, no matter how many courses you add. Registration fees are nonrefundable.

## FAX REGISTRATION

You may register by fax, 24 hours a day, 7 days a week with American Express, MasterCard or Visa. Please complete the registration form and fax it to: **212.355.1726**.

## TELEPHONE REGISTRATION

Monday - Friday, 9:00 am to 5:00 pm  
Call **212.517.3929** to register

Please have course title, course number(s) if available, credit card number and expiration date ready.

## IN-PERSON REGISTRATION

Monday - Friday, 9:00 am to 5:00 pm  
Please visit the Institute. Payment may be made by check, American Express, MasterCard or Visa. Checks should be made payable to: Sotheby's Institute of Art-New York. Unfortunately, we cannot accept cash payments.

## MAIL REGISTRATION

You may mail your completed registration form with payment 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 check, American Express, MasterCard or Visa. Checks should be made payable to: Sotheby's Institute of Art-NY. Unfortunately, we cannot accept cash payments. **Note:** Due to the possibility of postal delays, we recommend that you register by fax, telephone, or in person.

## LATE REGISTRATION

Late enrollment is only accepted prior to the second class session: by fax, telephone or in person.

## 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. The right to set maximum limits on the number of students allowed to enroll in any particular course is also reserved.

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](mailto:publicprogramsNY@sothebysinstitute.com), by sending written notification via fax 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 for late payment and \$25 for 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 notice of withdrawal is received. In addition, refunds are based on the number of class sessions for the course that have met between the time of registration and withdrawal.

Withdrawal does not necessarily entitle a student to a refund—nor to a cancellation of tuition still due.

### The refund schedule is as follows.

1. Prior to the first session—100% refund.
2. Student withdraws after one or two sessions of a course with six or more sessions—75% refund. No refund thereafter.
3. Student withdraws after any session of a course with one to three sessions—no refund.

# Registration Form

**Mail to:** Professional Studies & Public Programs  
Sotheby's Institute of Art-New York  
570 Lexington Avenue, 6th Floor, New York, NY 10022, USA  
**Fax to: 212.355.1726**

Male  Female

\_\_\_\_\_  
Last Name First Name M.I. Birth Date (Month/Day/Year)

\_\_\_\_\_  
Street Address City State Country Zip/County code

\_\_\_\_\_  
Home Telephone Alternative Telephone E-mail

US  Other (please specify)

\_\_\_\_\_  
Country of Citizenship

Note: students must provide an email address and/or telephone number so that Sotheby's Institute of Art can notify them regarding room location or class change.

COURSE TITLE	COURSE#	FEE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## HIGHEST EDUCATIONAL LEVEL

- High School  Four-Year Graduate School  
 Attended College  Graduate Studies  
 Are you an alumni of Sotheby's Institute of Art?

## SEND A BULLETIN TO A FRIEND

If you have a friend who may be interested in taking courses at Sotheby's Institute of Art, please print their information below.

\_\_\_\_\_  
Name Email

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Country Zip/County code

## OFFICE USE ONLY

\_\_\_\_\_  
Registered by Student ID# Date/time

## Total payment

## PAYMENT METHOD

- Check enclosed  Amex  Visa  Mastercard

\_\_\_\_\_  
Number Expires

\_\_\_\_\_  
Card holder signature

\_\_\_\_\_  
Print Name

## WHERE DID YOU HEAR ABOUT SOTHEBY'S INSTITUTE OF ART?

- Google search  Other Website  Institute Poster  Institute Email  Sotheby's Auction Office/Staff  
 Yahoo search  Gallery/Dealer  Institute Alumni  University Professor  Sotheby's International Realty  
 Other search engine  Institute Ad Online  Other Event  Institute Catalogue/Brochure  Institute Recruitment Presentation  
 Institute Website  Institute Ad Print  Friend  Sotheby's Auction Website  Career Counsellor/Study Abroad Officer  
 Other Please specify