

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: CONFIRMATION OF REGISTRATION WILL BE EMAILED TO YOU. PLEASE USE A PRIMARY EMAIL ACCOUNT THAT IS ACTIVE AND CHECKED REGULARLY.

SUMMER STUDY (COURSE TITLE)	FEE	FOR CREDIT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COURSES FOR CREDIT

Courses are not offered for credit, please indicate if you are interested in applying for credit from your home institution by checking the FOR CREDIT column to the left. **Note:** Only 4 week intensive summer courses are eligible for credit consideration.

HIGHEST EDUCATIONAL LEVEL

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

Non-refundable Registration Fee \$50.00

Total payment

PAYMENT METHOD

- Check enclosed Amex Visa Mastercard

Number Expires

Card holder signature

Print Name

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

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

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> Google search | <input type="checkbox"/> Other Website | <input type="checkbox"/> Institute Poster | <input type="checkbox"/> Institute Email | <input type="checkbox"/> Sotheby's Auction/Office Staff |
| <input type="checkbox"/> Yahoo search | <input type="checkbox"/> Gallery/Dealer | <input type="checkbox"/> Institute Alumni | <input type="checkbox"/> University Professor | <input type="checkbox"/> Sotheby's International Realty |
| <input type="checkbox"/> Other search engine | <input type="checkbox"/> Institute Ad Online | <input type="checkbox"/> Other Event | <input type="checkbox"/> Institute Catalogue/Brochure | <input type="checkbox"/> Institute Recruitment/Presentation |
| <input type="checkbox"/> Institute Website | <input type="checkbox"/> Institute Ad Print | <input type="checkbox"/> Friend | <input type="checkbox"/> Sotheby's Auction Website | <input type="checkbox"/> Career Counsellor/Study Abroad Office |
| <input type="checkbox"/> Other Please Specify | | | | |

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 registration fee of \$50 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, 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 withdrawal is received.

The refund schedule is as follows:

Session I June 1-24

- Prior to April 19: Full refund of tuition
- Prior to May 3: Refund of tuition less 20%
- After May 3: No tuition refunds

Session II July 6-July 29

- Prior to May 24: Full refund of tuition
- Prior to June 7: Refund of tuition less 20%
- After June 7: 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.