

Terms & Conditions

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

REGISTRATION DETAILS

All professional studies courses and public programs are offered on a non-credit basis. To register students must have a high school diploma or equivalent. A registration fee of \$30 is payable once each semester. Additional courses in the semester are not subject to a registration fee, no matter how many courses you add. Students are fully registered when they have paid both the tuition and registration fee in advance of the class starting. Registration fees are nonrefundable and payment of a registration fee alone does not secure a place.

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 publicprogram-sNY@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 session of a course with more than three 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

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?

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| <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 Officer |
| <input type="checkbox"/> Other Please specify | | | | |