TUITION AND FEES
Tuition and lab fees (# applicable) are indicated as part of the course description. A non-refundable registration fee of $25 is required each semester. Tuition and fees must be paid in full prior to the registration deadline. A fee of $25 will be charged for returned checks and/or declined credit card charges. Students enrolling in an open studio class are not required to pay a registration fee and receive no grades or continuing education units.

NON-CREDIT COURSES & TUITION
Students who enroll in a Non-Credit Continuing Education course may request a Pass/Fail grade upon course completion. Students receive Continuing education units (CEUs) upon successful completion of a class. CEUs are nationally-recognized units earned by participation in qualified Continuing Education Programs which document non-credit work completed. One CEU is awarded for every 10 hours of class participation. CEUs are not equivalent to college credits and no letter grade or official transcript is provided for non-credit coursework.

CREDIT COURSES & TUITION
Students who are interested in receiving college credit, including a letter grade (A-F), an official transcript and a record held in perpetuity in the Registrar’s office should enroll in classes for credit. Credit tuition is calculated at the rate of $450 per credit hour. Students who elect to register for credit are responsible for all applicable fees.

CERTIFICATE FEE
All students who enroll in a Delaware College of Art and Design Certificate Program (whether enrolled as a Credit or Non-Credit student) are required to pay a one-time $75 certificate fee no later than their second semester of coursework.

ADVISEMENT
Prospective students who are seeking assistance in course selection are encouraged to contact the Office of Continuing Education at 302.622.8867 x110. Appointments to visit DCAD are welcome.

ATTENDANCE
Because the number of class sessions varies, the individual instructor determines the number of acceptable absences (# any) and has the final word on these matters.

REGISTRATION
You may register:
Online at www.dcadevents.com
Via phone 302.622.8887 x110
Via fax 302.622.8870
Via mail or in person at the Delaware College of Art and Design, Office of Continuing Education, 600 North Market Street, Wilmington, DE 19801-3007 (10 AM – 5 PM, Monday – Friday or by appointment).
Tuition and fees may be paid by Visa, MasterCard, Discover Card, check or money order. To register by mail or fax, please complete the enclosed registration form and send it with complete payment information to the above-stated address or fax number.

LOCATION/TRANSPORTATION/PARKING
The Delaware College of Art and Design is located on the Market Street Mall in the heart of Wilmington’s Downtown Historic District, a few blocks from Rodney Square, the Grand Opera House, the Christina Cultural Center, and Delaware History Museum, as well as many other downtown destinations. DCAD is easily accessible by multiple DART buses. Free parking is available to DCAD Continuing Education students after 5 PM in the parking lot on Sixth & Shipley Streets; street parking is also readily available at no charge after 6 PM.

TUITION ASSISTANCE
Students who live and/or work in Delaware may be eligible for tuition assistance through the state of Delaware Department of Education. Visit: http://www.doe.delaware.gov/portal/portal/contentareahow_to_apply/financial_aid/FA_webpages/govworking.shtml for more information.

IRS EDUCATION CREDIT
If eligible, the Internal Revenue Service (IRS) allows students to apply for educational credits. The Lifetime Learning Credit is a tax credit which may be available to help offset the cost of higher education by reducing the amount of your income tax. For more information regarding education credit, eligibility, and instructions, please see IRS Publication 970, Tax Benefits for Education.

COURSE CANCELLATIONS AND CHANGES
The Delaware College of Art and Design reserves the right to cancel, close or reschedule any course due to insufficient enrollment or to change the instructor. In such a case, the student is entitled to a full refund of tuition and fees. Students will be notified of cancellations or changes as soon as possible and given the option of enrolling in a different class or receiving a full refund. Refunds will be processed within 10 days of the cancellation or change.

WITHDRAWALS AND REFUNDS
Withdrawal from a Credit or Non-Credit course must be done in writing to the Director of Continuing Education. You may do so by email, fax, or in person at the Delaware College of Art and Design. Lack of attendance, lack of course completion, and/or notification to an instructor does not constitute withdrawal from a class. No registration fees will be refunded in the event of withdrawal.

REFUND FOR SIX OR MORE CLASS SESSIONS
If written notice is received:
Before the first class meeting: 100% refund of tuition;
Before the second class meeting: 75% refund of tuition.

REFUND FOR ONE TO FIVE CLASS SESSIONS
If written notice is received:
Before the first class meeting: 100% refund of tuition;
Students will not be eligible for a tuition refund if they withdraw from a course after the first class meeting.

SPECIAL NOTICES
The facilities of the Delaware College of Art and Design are accessible to those students with special needs. Under no circumstances is an individual subject to discrimination on the basis of age, race, color, sex, religion, national origin, physical abilities, geographic location, marital status, sexual orientation, physical appearance, economic status or family background in any relationship with the institution or in any of its programs or offerings.

DCA D’S DEGREE PROGRAM
If you are interested in learning more about the Delaware College of Art and Design's Associate of Fine Arts Degree Program, contact DCAD's Admission Office at 302.622.8000 x118.
Registration Form

Name: ____________________________
Date of Birth: ____________
Address: ____________________________
Social Security #: ____________
City: ____________________________
State: ________ Zip: ________
Home Phone: ____________________________
Daytime Phone: ____________________________
Email: ____________________________
Fax: ____________________________
Employer: ____________________________
Occupation: ____________________________

Course title / Section | Credit OR Non-Credit | Tuition | Lab Fee | Total
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Registration Fee: $ ____________ $25.00
Certificate Fee: $ ____________ $75.00

Total Amount Enclosed: $ ____________

Payment (Choose one of two options)

☐ Enclosed is a check / money order payable to The Delaware College of Art and Design

☐ Please charge my credit card

Account Number: ____________________________
Expiration Date: ____________________________

Cardholder’s Name: ____________________________
Signature: ____________________________

I heard about your program through:  
☐ A friend  ☐ Internet  ☐ Yellow Pages  ☐ Word-of-Mouth  ☐ Found Brochure  ☐ Radio  ☐ Advertisement  ☐ Other

I have read and understand the cancellation policy.

Signature: ____________________________
Date: ____________________________