

Membership

Become a Member of ICP today!

Members enjoy:

- Discounts on ICP classes, lectures, and public programs
- Invitations to exhibition previews
- Unlimited admission to the galleries
- Wide range of complimentary classes on Members' Day
- 10% discount on Museum Store purchases
- Members-only bonus sales and events

Levels of Membership

Individual.....	\$75
Double/International.....	\$100
Senior.....	\$55
Senior Double.....	\$70
Supporting Patron.....	\$200
Focus.....	\$300
Photography Circle.....	\$350
Silver Patron.....	\$650
Gold Patron.....	\$1,350
Benefactor Patron.....	\$3,500

General Memberships are 100% tax-deductible.

Join by phone 212.857.0003 or join on line at www.icp.org

Registration Form Winter 2011

International Center of Photography
Education Department
1114 Avenue of the Americas at 43rd Street
New York, New York 10036
212.857.0001 | www.icp.org

NAME FIRST		LAST	
MAILING ADDRESS NUMBER AND STREET			
CITY		STATE	ZIP CODE
PHONE DAY	EVENING	MOBILE	
EMAIL	ICP MEMBER NO.	PLEASE CHECK	NEW STUDENT RETURNING STUDENT
COURSE NO.	TITLE OF COURSE	TUITION \$	FEEES \$
		+	\$
			\$
			\$
			\$
FORM OF PAYMENT CASH CHECK VISA MC AMEX			REGISTRATION FEE +\$30
CREDIT CARD NO.			JOIN! MEMBERSHIP TYPE INDIVIDUAL \$75 DOUBLE \$100 SUPPORTING PATRON \$200
EXPIRATION DATE MONTH, YEAR			SUBTOTAL
SIGNATURE (I HEREBY AUTHORIZE THE USE OF MY CREDIT CARD ACCOUNT)			MEMBER DISCOUNT DISCOUNT/COURSE NO. OF COURSES TOTAL DISCOUNT -\$25 X = -\$
			TOTAL PAYMENT TO ICP

Registration Information

Refund Policies

Requests for refunds must be submitted in writing and dated. The postmark will determine eligibility for a refund. All approved refunds take at least four weeks to process. ICP cannot be responsible for providing refunds for classes or programs missed as a result of student illness, student emergencies, or events beyond ICP's control.

Five- and Ten-Week Courses, Graduate Courses: Cancellation up to five business days prior to the first class: 100% refund, less a \$55 withdrawal fee (per course); up to five business days prior to the second class: 50% refund, less a \$55 withdrawal fee (per course). No refunds/credits will be given after that time.

Weekend Workshops: Cancellation up to five business days prior to the first class: 100% refund, less a \$55 withdrawal fee (per workshop). No refunds/credits will be given after that time.

Ticketed Events: Tickets for all symposia and lecture series are nonrefundable.

Gift Certificates: Gift certificates are nonrefundable.

Check Redeposit Fee: If for any reason a student's check or charge does not clear for payment, an additional fee of \$15 will be charged. ICP does not guarantee placement until payment is resubmitted.

Transfer Fee: A \$25 fee will be charged for all transfers initiated by the student. Transfers from one class to another may take place only before classes begin.

Travel Programs: Requests for refunds must be submitted in writing and dated. The postmark

will determine eligibility for a refund. For a full refund (minus \$500 nonrefundable deposit), ICP must be notified no later than two months prior to the beginning of the trip. No refunds will be issued after that time. All approved refunds take at least four weeks to process. ICP is not responsible for providing refunds due to illness, emergencies, or events beyond our control. ICP is not responsible for reimbursements of nonrefundable airline tickets due to cancellation of workshop.

ICP is not responsible for loss or damage to student's personal property. ICP is a public building and students should care for their personal belongings as they would in any other public building.

Class Policies

Absences: It is not possible for students to make up a missed class by attending an equivalent class on another day. There are no refunds for missed classes.

Cancellations: Classes are subject to cancellation due to under-enrollment. A full credit or refund will be issued.

Date Changes: During the term, a class meeting may need to be rescheduled. A make-up class will be scheduled within the term or added to the end of the course.

Class Auditing: Auditing of classes is not permitted under any circumstance.

Holidays: Winter classes and workshops will not meet on Presidents Day, February 21 (Monday).

Portfolio Review

Portfolio review for classes with a prerequisite take place on the following days:

Jan 05	Wed 5:00-7:00 pm
Jan 08	Sat 10:00 am-1:00 pm
Jan 12	Wed 5:00-7:00 pm
Jan 15	Sat 10:00 am-1:00 pm
Jan 19	Wed 5:00-7:00 pm
Jan 22	Sat 10:00 am-1:00 pm

PLEASE NOTE: This informal review is used to ensure appropriate class placement. Students should bring 10 to 15 prints or slides that reflect their current technical and aesthetic abilities in photography. The ICP Education Department is always available to review and discuss student work in relation to the education offerings. No appointment is required for Class Placement Sessions. Portfolio review and registration are on a first-come, first-served basis. Education Department staff will be available for course advisement. In addition to the dates above, individual appointments during the workday are available by telephoning 212.857.0001.

How to Register

In-person registration for **Winter Term begins Monday, January 3, 2011.**

Check the catalogue copy to see if the course that interests you requires a portfolio review or prerequisite class. If you must have your work reviewed, please attend a portfolio review session, or, if necessary, schedule an appointment by calling 212.857.0001. If the course that interests you does not require a portfolio review, you may follow one of these steps to register:

- **Online:** www.icp.org.
- **By Phone:** Taken only with credit-card payment in full. Phone registration hours are Monday-Friday, 10:00 am-5:00 pm.
- **By Mail:** Must include full tuition, lab/materials fee, and registration fee, and will be processed in order of receipt. Incomplete registrations will not be processed.
- **By Fax:** Fax the attached registration form, including full credit-card payment, to 212.857.0091.
- **In-Person:** Monday-Friday, 10:00 am-5:00 pm, Saturday, 11:00 am-2:00 pm (closed Sunday). Payment must be made in full when registering. Once registrations are received and processed by ICP, a confirmation letter will be provided.

Early Registration

To ensure placement in the class of your choice, consider taking advantage of early registration by mail, fax, or email. Registrations will be processed as they arrive.

PLEASE NOTE: Registrants must have taken any necessary prerequisites in order to register early.

The International Center of Photography is committed to equal opportunity employment.