

Ball State University

Application Form for the
Interior Design Summer Workshop, 2020

INTERIOR DESIGN PROGRAM
Department of
Construction Management and Interior Design

Directions for the applicant:

1. To apply for Interior Design Summer Workshop, you must be a student in grades 9-12.
2. Please PRINT clearly or use Adobe Reader to fill-in, complete, save and print this application.
3. Return the completed and signed application with the signed release agreement (page 2).

To be completed by the applicant

Last Name:	First Name:	Middle Initial	GPA
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Date of Birth	MM/ DD/ YYYY	Do you have food allergies, a disability or a specific health concern, including speech, sight or hearing loss which requires special accommodations. If yes, please explain:
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Home address:	Street Name / Apt #	City	State	Zip
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Home Phone:	E-Mail:
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Name of High School:

Address of High School:

High School Counselor:	E-Mail:
	Phone:

Parent/Guardian's name:	E-Mail:
	Phone:

Essay: In 250 words or less explain your interest in and career plans for Interior Design.

I hereby certify that the above information is complete and accurate.

Applicants Signature :

Date:

Mail completed application to:

Interior Design Summer Workshop
Interior Design Program
Department of Construction Management and Interior Design
Ball State University
Muncie, Indiana 47306-0250

Information, Release, and Agreement

Interior Design Summer Workshop Interior Design Program Department of Construction Management and Interior Design Ball State University

TUITION

Student and Parent both understand and agree that Student's registration and this Release and Agreement must be received by the Interior Design Summer Workshop no later than the enrollment deadline accompanied by a \$100.00 non-refundable deposit.

Student and Parent further understand and agree that Student's participation entitles Student to only the standard arrangements and activities offered and/or scheduled, including, but not limited to, housing, meals, private motor coach transportation during the Workshop and educational materials. Generally, special arrangements and/or requirements desired or required for Student must be independently provided, and Student and Parent must bear the cost of any and all special arrangements and requirements. However, the Interior Design Summer Workshop will comply with all federal, state and local laws in connection with this Release, including the Americans with Disabilities Act.

WAIT LIST

Both Student and Parent understand that all enrollments are processed strictly in order of receipt and that enrollments may exceed available space. Student and Parent further understand and agree that this is an application for participation, and Student's enrollment is contingent on final approval by the Interior Design Program, with whom sole discretion resides. Student and parent further understand that, if Student is not initially enrolled due to space availability, Student will be placed on a wait list and notified when space becomes available.

CANCELLATIONS AND REFUNDS

Both Student and Parent understand and agree that any cancellation and request for refund must be submitted in writing via email, FAX or US Postal Service, or overnight delivery, and must be signed by the Parent, Legal Guardian or Personal Representative who signed the Enrollment Application. Student and Parent further understand and agree that in order to offset costs incurred by the Interior Design Summer Workshop once it has received the Student's Enrollment Application, the following cancellation policy will apply:

<u>Cancellation Received</u>	<u>Cancellation Fee</u>
After May 22	Full Tuition. There will be no refund
April 30 to May 22	\$250.00
Before April 30	\$50.00

Students who are dismissed from the Workshop for disciplinary reasons or leave the Workshop early for any reason are not eligible for refund.

POSTPONEMENT OR CANCELLATION OF THE WORKSHOP

The Interior Design Summer Workshop reserves the right to modify, postpone or cancel a Workshop because of low enrollment, health, safety or other issues including, but not limited to, acts of God, acts or omissions of government authority, compliance with government regulations or any other cause or event beyond the control of Interior Design Summer Workshop.

In the event that the Interior Design Summer Workshop postpones the workshop, tuition payments received prior to the postponement will be applied to the new Workshop dates. If Student elects to cancel his/her enrollment in a postponed Workshop, tuition will be refunded. Any cancellation and/or request for refund must be submitted in writing and signed by the Student according to the schedule stated in the *Student Cancellations and Refunds* section.

In the event that Interior Design Summer Workshop cancels a workshop, all tuition will be refunded. The Interior Design Summer Workshop, shall not be responsible for any expenses incurred by Student outside of those listed in

the Tuition section of this agreement, including, without limitation, all expenses for travel to the Workshop city and any other miscellaneous expenses incurred by Student.

EQUAL OPPORTUNITY

Interior Design Summer Workshop complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination in employment or the provision of services. The Workshop admits qualified student without regard to race, color, sex, religion, nationality or ethnic origin, disability, age, sexual orientation, place of residence or any other claim prohibited by law to all rights, privileges, programs and activities generally accorded or made available to students at the Workshop. It does not exclude any student from participation in the Workshop discriminate against any student in providing the benefits associated with such program (including any scholarship or financial assistance, and use of any facility), or subject students to discrimination under such program, on the basis of race, color, sex, religion, nationality or ethnic origin, disability, age, sexual orientation, place of residence or any other claim prohibited by law.

RELEASE INFORMATION

Student and Parent both grant the Interior Design Summer Workshop permission to use photographs, videotapes or movies taken in which Student may appear in connection with the Workshop, as well as permission to utilize any information obtained by the Workshop on both Student and Parent through Student’s registration in the Workshop for marketing and other purposes.

RESPONSIBILITY

In consideration of being accepted as a participant in the Interior Design Summer Workshop, the undersigned Student and undersigned Parent or Guardian each hereby release Ball State University and its Trustees, Directors, Officers, Management, Employees, Agents and Affiliates, from any and all liability arising out of Student’s participation in the Workshop, and each further agrees to indemnify and hold harmless Ball State University and its trustees, directors, officers, management, employees, agents and affiliates for any loss, damage, costs, expenses which the University may incur which are caused directly or indirectly by the actions of the Student.

EMERGENCY MEDICAL AUTHORIZATION

I, the undersigned parent, guardian or Personal Representative, do hereby request, authorize and give permission to the Interior Design Summer Workshop or its duly authorized representative, to act on my behalf and in my stead, should my son/daughter complain of being ill, be injured or require emergency or other medical treatment, including hospitalization, during the Workshop. I understand that in any such event, if required or appropriate, my son/daughter will be taken to a hospital emergency room and examined by an emergency room physician. If the physician determines that my son/daughter does not require hospitalization but should not continue as a workshop participant, at the written direction of the physician, my son/daughter until such time as a physician determines that he or she is able to safely travel home or rejoin the workshop activities. When seeking medical treatment, I understand that the workshop will use reasonable judgment under the circumstances and will defer to the expertise of any medical practitioner who provides services to my son/daughter. I expressly stipulate and agree that I will be solely responsible for all expenses incurred as a result of any accident, illness, injury incurred by my son/daughter, and will reimburse the workshop for such costs, and will release and hold harmless the Workshop and its directors, officers, management, employees, affiliates, successors and assigns, from all claims, demands, damages, expenses, whether known or unknown, resulting from, rising out of, or incident to the workshop’s pursuant to this authorization.

STUDENT CODE OF CONDUCT STATEMENT

I understand that the Workshop is a professional setting and, as such, demands the highest standards of behavior. I will conduct myself in a manner that will contribute to a sense of community along all students and foster an atmosphere of mutual respect. I agree that I will not use tobacco, alcohol or non-prescription controlled substances during the Workshop. I will not bring or use any items reasonably considered a weapon, and I will not engage in any threatening behavior or physical altercations while at the Workshop. I also agree to follow the instructions of the Workshop staff at all times, participate in all Workshop activities, not leave the Workshop group at any time during the Workshop and abide by the workshop curfew. I understand that an infraction of these rules may result in my immediate dismissal, denial of my Certificate of Completion, return home at my expense and forfeiture of all workshop tuition paid.

ParentGuardian _____
PRINT NAME SIGNATURE DATE

Student _____
PRINT NAME SIGNATURE DATE