



CONTINUING STUDIES

MIDDLE SCHOOL PROGRAM

FALL, SPRING, AND SUMMER

Attached you will find these forms:

- Middle School Program Registration Form
- Joanne Alter Scholarship Application Form
- Consent Form

All students must complete and return the Middle School Program Registration Form and Consent Form. Students with allergies or other medical/health conditions that may require emergency assistance should also complete the Allergy History form and/or Emergency Action Plan included in this document.

Note: To ensure that you receive all future communication, including registration confirmation, welcome message, notices regarding road closures, etc., please include a valid email address in the STUDENT INFORMATION and/or PARENT INFORMATION section of the registration form and add cs@saic.edu to your contacts.

Parents are encouraged to complete and return all forms at the time of registration to expedite check-in on the first day of class. Failure to do so may result in longer wait times.

Additional details regarding the program can be found online at [saic.edu/msp](https://www.saic.edu/msp)

Accommodations for Students with Disabilities

The School of the Art Institute of Chicago is committed to providing opportunities for full participation in all programs for students with disabilities, including Continuing Studies students and Students At Large. Disabled students should first contact the Disability and Learning Resource Center (DLRC) to request reasonable accommodations. To plan for the most effective accommodations, we ask that you contact the DLRC at least two weeks before the start date for your course. For more detailed information about the DLRC and the accommodations process, see <https://www.saic.edu/life-at-saic/wellness-center/disability>. The DLRC can be reached by phone at 312- 499-4278 or email dlrc@saic.edu.



Middle School Program (MSP) Registration Form

☐ Fall ☐ Spring ☐ Summer Year: 20 _____

STUDENT INFORMATION (PLEASE COMPLETE ALL FIELDS AND PRINT CLEARLY)

I am : ☐ A New SAIC student ☐ A Returning SAIC student

Form fields for Student Information: Last Name, First Name, Preferred Name, MI, ID #, Address, Apartment, City, State, Zip Code, Date of Birth, Primary Email Address, Primary Phone, Secondary Phone.

School Name/Type: ☐ Public ☐ Home School ☐ Parochial ☐ Private/Independent ☐ Charter/Magnet Grade _____ HS Grad Year _____

Please note: Text messages may be sent to phone numbers.

Note: If your student has a medical/health condition or disability that may require emergency/classroom assistance, please complete the Allergy History Form and/or Emergency Action Plan form available in the Forms and Downloads section of the website, or email cs@saic.edu with details.

PARENT/GUARDIAN INFORMATION (All fields required)

EMERGENCY CONTACT INFORMATION (Additional contact other than primary required)

Form fields for Parent/Guardian and Emergency Contact Information: Last Name, First Name, Relationship to student, Email Address, Phone.

OPTIONAL

Optional questions: Do you consider yourself to be Latino/Hispanic? In addition, select one or more of the following racial categories to describe yourself: How did you hear about us?

COURSE SELECTIONS

Table for Course Selections with columns: Class number, Title, Class dates, Day(s), Meeting times.

ARTICARD (Student ID)

All students will receive an ARTICard, SAIC's mandatory identification card. This card permits access to School facilities and the Art Institute of Chicago museum, and must be worn at all times.

CONTINUING STUDIES ACKNOWLEDGMENT + AGREEMENT

Registration/Cancellation: I understand that I am financially responsible for the course(s) for which I am registering. A full refund will be granted for cancellations submitted in writing or in person one week before the class.

Signature line: X Signature required of student or parent/legal guardian if student is under 18 years of age. Date



THE JOANNE ALTER SCHOLARSHIP

The Joanne Alter Scholarship is a merit-based fund that will benefit one Middle School Program student each fall and spring semester. The scholarship will cover 100% tuition for the ten-week course.

APPLICATION REQUIREMENTS:

1. Two examples of the student's most recent work—email to cs@saic.edu and include Joanne Alter Scholarship in the subject line.
**Only digital images of work sent via email will be accepted.*
2. A letter of recommendation from student's middle school or SAIC art instructor.
**If you need assistance obtaining a letter of recommendation, contact Continuing Studies at 312.629.6170 or email cs@saic.edu.*
3. A brief essay indicating why the student would like to enroll in the course, and how they would benefit from it (one page maximum).
4. Completed Middle School Program and Joanne Alter Scholarship Application Form, signed by parent.

THE JOANNE ALTER SCHOLARSHIP APPLICATION FORM

CONTACT INFORMATION (PLEASE COMPLETE ALL FIELDS AND PRINT CLEARLY)

Fall

_____	_____	_____	_____
Last Name	First Name	Preferred Name	MI
_____			<input type="checkbox"/> Spring Year: 20_____
Address			Apartment
_____	_____	_____	_____
City	State	Zip Code	Date of Birth (MM/DD/YYYY) ID # (if returning)
_____	_____	_____	_____
Parent Email Address	Student Email Address	Primary Phone: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	Secondary Phone:

ADDITIONAL INFORMATION

Size of Household: _____ How many in college? _____

Are there any other family members applying for financial aid from SAIC? No Yes If yes, how many? _____

Have you previously received financial assistance from SAIC? No Yes If yes, when? _____

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X

Parent's signature (parent/legal guardian must sign if the student is under 18 years of age)

_____ Date



Student Name:
ID Number:
Class Number(s):

CONSENT FORM

This form is required for participation in Children’s Workshops in Art + Creativity, the Middle School Program, and the Early College Program, and is valid and for one term. Forms must be signed, as typed names cannot be accepted.

ACKNOWLEDGMENT and AGREEMENT

Medical: I give SAIC permission to obtain emergency medical care, hospital, or clinic treatment for me. I hereby waive liability against SAIC for such care and for transportation provided to such locations as deemed necessary by SAIC.

SAIC staff members are not trained medical professionals. For this reason, SAIC staff members will not administer any prescription or over-the-counter medications to students participating in on-campus activities, with the following two exceptions: First, SAIC staff members may administer EpiPens in the event of an emergency appearing to be an allergic reaction. Second, SAIC staff members will administer only prescription medication in the event of an emergency if the student provides SAIC with access to the medication and that medication is called out in a completed Emergency Action Plan on file from the student’s physician. If your student has a known allergy and/or medical condition, please download an Allergy History Form and Emergency Action Plan Form on the Forms and Downloads page and email your completed forms to saic-youth@saic.edu.

Students participating in on-campus activities are permitted to self-administer over-the-counter or prescription medication.

Rules of Conduct: I have read and agree to abide by the SAIC Rules of Conduct listed online in Forms and Downloads. If in ECP, I have read and agree to abide by the SAIC Student Rights and Responsibilities listed online.

Photo/Video: I give SAIC permission to video or photograph me participating in instructional and/or social activities at SAIC and to publish such videos or photographs. I agree to the forgoing on behalf of myself/my child or ward.

Participation in Field Trips

In consideration of my minor child or ward (“Student”) being allowed to participate in any field trip conducted as part of SAIC’s Youth Programs, I do hereby, for myself, the Student and my dependents, heirs, executors, administrators, agents and assigns, agree to waive, hold harmless, indemnify, covenant not to sue, release, and forever discharge the Art Institute of Chicago, the School of the Art Institute of Chicago and their trustees, officers, employees, members, agents, successors, and assigns (hereafter collectively referred to as “Releasees”), for and from any and all responsibility, liability, causes of action suites, damages, demands, and claims whatsoever which I, the Student or those claiming under either of us may have, suffer, or incur now or in the future resulting from or arising out of the Student’s participation in said field trip and any direct or indirect event in connection therewith occurring before, during and/or after said trip, including, but not limited to claims for death, personal injury, property damage or loss, whether arising out alleged strict liability, negligence of Releasees, or otherwise.

On behalf of myself and the Student, I further agree to indemnify and hold harmless said Releasees of and from all liabilities described above, arising out of or connected with the Student’s participation in said field trip, including any claims of third persons relating to the above matters, whether by subrogation or otherwise.

Parent/guardian signature: _____ **Date:** _____



**CONTINUING
STUDIES**

MIDDLE SCHOOL PROGRAM (AGES 10-13) ONLY:

Permission for Unescorted Dismissal

Students are not permitted to leave campus unescorted without prior written approval indicated on the Consent Form (last section). If you prefer to allow your child to leave at the end of class without the presence of an approved parent or guardian holding a pick up pass, complete this part of the consent form by checking "yes" and signing. (Not valid for students in Children's Workshops in Art and Creativity or the Early College Program).

My child/ward may leave unescorted at time of class dismissal. **YES** **NO**

Parent/guardian signature: _____ **Date:** _____