

Class Proposal

Name of Class _____

Class Dates _____

Class Times _____

Instructor Name _____

Address _____

City _____ State _____ Phone _____

Email _____

Instructional Fee \$ _____

Supplies Fee \$ _____ Include in payment to BFAI or Instructor (circle one)

Total Class Fee \$ _____

Description of class:

Checks will be made out to BFAI. Payments for each student will accompany a completed registration form for each student. Registrations with payments will either be mailed to BFAI by the student or submitted by the instructor within 10 days of the commencement of classes.

Where there is a supply fee included in the registration fee, BFAI will issue a check to the instructor in a timely manner to allow the instructor sufficient time to purchase supplies. At the discretion of the instructor, payment for supplies may be made directly to the instructor.

Instructional fees will be split 70% to the instructor and 30% to BFAI. Payment to the instructor will be made when all scheduled classes have concluded. Supply fees that cover only the cost of supplies and do not include any profit to the instructor will not be subject to the 70/30 split. If profit is included then the 70/30 split will be applied to that profit.

Instructor Signature

Date

BFAI Approval

Date