

# Workshop Registration Form



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

Workshop: \_\_\_\_\_ Is this your first workshop?  Yes  No

*(We accept American Express, Discover, Visa, and MC.)*

Credit Card Number: \_\_\_\_\_  
Exp. \_\_\_\_\_ Date: \_\_\_\_\_ Vcode: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Automatically Charge Balance on Due Date?  Yes  No

**Registration:** Enrollment in our workshop is limited and will be accepted on a first-come, first-served basis. We accept cash, personal checks, money orders, traveler's checks and Visa, Mastercard, Discover and American Express. There is a \$75 non-refundable registration fee and registration is non-transferable. There will be a \$50 fee for switching from one workshop to another, space permitting. Multiple workshops will receive a 10% discount on each tuition (\$42.50 each) pay a lab fee for each workshop, and a single registration fee. Balance of the workshop fee is due May 1.

**Refunds:** No refunds or credits of any payment will be made for notification of withdrawal within 30 days of the start of the workshop, once the workshop has started or for missed classes. Prior to that time, we will refund your tuition minus a \$75 non-refundable registration fee and a \$100 cancellation fee.

**Workshop Cancellations** We reserve the right to cancel a workshop if minimum enrollments are not met, in which case all tuition and fees will be refunded. Notification of cancellation will be made by phone at least 30 days prior to the start of the workshop, at which time students will be offered the option of another workshop, space permitting, or a full refund. We are not responsible for non-transferable travel tickets.

**Acceptance/Waiting Lists:** You must be at least 18, or have permission in advance of registration, to participate in our workshops. When we receive your registration we will send confirmation and specific workshop information. If the workshop is full you will notified that you have been placed on a waiting list.

## How did you hear about us?

- Word of Mouth  Newspaper  Calendar Item  
 Newspaper/Magazine Article (Where? \_\_\_\_\_)  
 Newspaper Ad (Where? \_\_\_\_\_)  
 Magazine Ad (Where? \_\_\_\_\_)  
 Other (Explain: \_\_\_\_\_)

**Return completed form to:**  
Odyssey Center for Ceramic Arts  
236 Clingman Avenue  
Asheville NC 28801  
Phone: 828.285.0210  
Fax: 828.252.2951