



## Workshop Registration Form for Cash and Checks

Workshop Name/Artist:		
Workshop Dates:	Time (am or pm if applicable):	Cost:
Your Name:		
Phone:	Email:	

Mailing Address:  
Wanda Boyd  
710 Roseapple Avenue  
The Villages, FL 32159

Workshop Location  
Village Art Center  
Spruce Creek Professional Center  
10935 SE 177<sup>th</sup> Place, Suites 406-407  
Summerfield, FL 34491

### Registration and Cancellation Policy

1. Registering six months in advance by paying half of the tuition at the time of registration reserves your spot in the workshop of your choice. You are not registered until at least half the tuition is paid.
2. If you register within 60 days of the workshop, payment in full is required.
3. Your cancelled check or PayPal receipt is your receipt and proof of registration.
4. Refund or transfer requests made 30 business days before the start date of the workshop will receive a 100% refund minus a \$50 service charge.
5. Refund or transfer requests made 14 business days before the start date of the workshop will receive a 50% refund minus a \$50 service charge.
6. **There are no refunds for any reason if you cancel within 14 days of the workshop start date. There are no refunds for missed sessions or no-shows.**
7. If the Village Art Center or Instructor cancels the workshop, a full refund of tuition only or an offer to transfer to a different workshop will be issued.
8. The purchase of travel insurance is recommended to protect you.

**Questions?** Contact Wanda Boyd at (804) 536-1794  
or email [villageartworkshops@gmail.com](mailto:villageartworkshops@gmail.com)