



Village Art Center is located at  
 Spruce Creek Professional Center  
 10935 SE 177<sup>th</sup> Place, Suites 406-407  
 Summerfield, FL 34491  
 Website: [www.villageartworkshops.com](http://www.villageartworkshops.com)  
*Please note this is NOT our mailing address*

## WORKSHOP REGISTRATION FORM

*(Only complete this form to send with your check. Not needed with PayPal payments.)*

For questions contact Wanda Boyd at [wboyd2009@yahoo.com](mailto:wboyd2009@yahoo.com) or (804) 536-1794.

**Send this form along with a check payable Wanda Boyd to our mailing address:**

**WANDA BOYD**  
 3463 Ragsdale Loop  
 The Villages, FL 32163

**Please complete and include this form with your payment (legible is always helpful):**

Workshop Name/Artist:		
Workshop Dates:	Time:	Cost:
Your Name:		
Street Address:		
City:	State:	Zip:
Phone:	Email:	

### 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 registering 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 within 30 days from the start date of the workshop, excluding weekends, will receive a 100% refund minus a \$50 service charge.
5. Refund or transfer requests within 14 days from the start date of the workshop, excluding weekends, will receive a 50% refund minus a \$50 service charge.
6. **There are no refunds for any reason if you cancel within 14 days prior to the class. 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.