

# ENROLMENT

Please return the enrolment form to **Hutt Art Centre, 9-11 Myrtle St, Lower Hutt 5010**. Or email the information to **huttartsociety@xtra.co.nz**

**Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact Phone** (day): \_\_\_\_\_ (home): \_\_\_\_\_ email: \_\_\_\_\_

**Workshop(s):** \_\_\_\_\_

**Deposit due (\$60 per workshop):** \$ \_\_\_\_\_ **Balance:** \$ \_\_\_\_\_

Payment can be made in person, by eftpos, or direct to our bank account:

**BNZ Lower Hutt 02 0528 0030179 00**

Please indicate your **name** and **'Summer School'** in the reference fields.



# REGISTRATION & CANCELLATION POLICY

Because of the limited numbers in the workshops, we operate on a first-paid / first-in basis. A deposit is required to secure all bookings, and the workshop should be paid in full before 16 December. If a workshop is filled, you will be contacted to pay the full amount by 1 December, or your place will be forfeited, and you will be refunded part of your deposit.

If a workshop is filled, you may be put on a waiting list (in order of receipt) and advised if a place becomes available. If you withdraw before 1 October, you will be refunded your deposit, less \$10 admin fee. If you withdraw before 1 December, you will be refunded all you have

paid less half your deposit. If you withdraw after 1 December you will be refunded all you have paid but not your deposit. Withdrawals after 16 December will not be refunded unless we can fill your place from the waiting list.

All workshops have a minimum number before they will proceed. If this is not reached by 1 December, the workshop may be cancelled. In this case you will be advised and refunded any money you have paid. You may like to transfer the registration to another workshop, if available. People who have transferred, will be given priority.