

**Three student artists can register for a single class on this form.
If there is a materials fee for your class, please bring a check or cash to the first class meeting. The materials fee is paid directly to your teaching artist.**

CONTACT INFORMATION

NAME		EMAIL
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	MOBILE NUMBER (OPTIONAL)	

SECOND STUDENT INFORMATION

NAME		EMAIL
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	MOBILE NUMBER (OPTIONAL)	

THIRD STUDENT INFORMATION

NAME		EMAIL
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	MOBILE NUMBER (OPTIONAL)	

CLASS AND PAYMENT INFORMATION

NAME OF CLASS	DATE(S)	TUITION TIMES NO. OF PEOPLE	TOTAL
		\$ _____ X _____	\$ _____

PAYMENT

TOTAL PAYMENT		\$ _____
<input type="checkbox"/>	I have read and understand the cancellation and materials fees policies, below.	
<input type="checkbox"/>	Pay by Check (make check payable to <i>CraftWorks at Cool Spring</i>)	
<input type="checkbox"/>	Pay by Credit Card <input type="radio"/> Visa <input type="radio"/> Mastercard <input type="radio"/> AMEX	
	NAME ON CARD: -----	
	CARD NUMBER.: -----	EXP. DATE: -----
	SIGNATURE:-----	DATE: -----

MAIL FORM & PAYMENT TO: CraftWorks at Cool Spring • 1673 Lloyd Road • Charles Town WV 25414

Cancellations must be in writing by mail or email. If cancellation is made 30 days or more before the first date of class, a full refund will be made, minus a \$25 cancellation fee. In order for CraftWorks to meet its obligations to teaching artists, there will be no refunds for cancellations less than 30 days before the scheduled date of a class. There is no return or pro-rating of fees for early departure from or late arrival to a workshop, regardless of the cause of departure. If CraftWorks must cancel a course for any reason, all registered students will be called and offered the option of a credit toward another CraftWorks class or a full refund.