

**Chicago Area Polymer Clay Guild  
Christi Friesen Workshops**

## CAPCG Workshop Refund Policy

**Read this before filling out registration form below.**

- 1) A final cancellation date will be determined, which is the date by which CAPCG needs to let the guest instructor know whether the workshop meets minimum registration requirements. Anyone who registers but cancels by this date will receive a full refund; **however, there is a possibility that one or more of these cancellations can jeopardize the minimum class size requirement.**
- 2) If the workshop is cancelled because minimum registrations were not met, all registrants will receive a full refund.
- 3) Refund to a registrant who cancels at the last minute would depend on whether the class minimum had been met. The guest instructor is guaranteed a minimum number of attendees; if a last minute cancellation will jeopardize the class minimum, then no refund will be issued. If a last-minute cancellation has no effect on the class minimum, it is up to the workshop coordinator whether a refund will be issued. Since all refunds must be covered by workshop fees collected, and not from the treasury of the guild, there is the potential that only a partial refund will be issued.
- 4) No refund will be issued if a student does not show up on the day of the class, no matter the reason.

# Christi Friesen Workshop Registration Form

Please complete this form and send to CAPCG Workshop Coordinator Gretchen Amberg with your payment. **Receipt of registration form and payment will be confirmed by email.**

Name:	
Address:	
Phone:	
<b>Email: (Required for payment confirmation)</b>	

Please check the box for each class you are registering for:

Dragons—Saturday, 9am – 12:30pm	<input type="checkbox"/>	\$40.00
Blooms— Saturday, 1:30pm – 5pm	<input type="checkbox"/>	\$40.00
Pegasus—Sunday, 9am – 12:30pm	<input type="checkbox"/>	\$40.00
Stained Glass —Sunday, 1:30pm – 5pm	<input type="checkbox"/>	\$40.00

Total Due:	
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**Make checks payable to Gretchen Amberg**

**Send completed form and your check to:**

**Gretchen Amberg**

**19687 West Hawthorne Blvd**

**Mundelein, IL 60060**