



WORKSHOP REGISTRATION FORM

Prepayment is required for all workshops. If the workshop is cancelled by SOYRA due to insufficient enrolment or other unforeseen circumstances, the payment will be refunded. If a participant withdraws from the workshop a minimum of 2 weeks prior to the course, all refunds are subject to a \$25 administration fee (full day) or \$10 (evening). No refunds can be made after that date as SOYRA is committed to the workshop artist.

WORKSHOP INSTRUCTOR: _____

DATE OF COURSE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Email ADDRESS: _____

COURSE FEE: Member: _____ Non-member: _____

I have read and accept the cancellation policy. (Initial)

Do NOT Fill IN - - OFFICE USE ONLY

Payment made by:

- Cash
- Cheque – make cheque payable to SOYRA
- VISA or MasterCard

Payment received by: _____

Card Number: _____ Expiry Date: Month _____ Year _____

CVVS (3 digit security # on back): _____ Postal Code: _____

EMAIL: lucyquing@gmail.com OR

MAIL to: SOYRA WORKSHOPS, Box 71591, Aurora, ON L4G 6S9

SOYRA WORKSHOP POLICY
New as of July 2017

WORKSHOP REGISTRATION POLICY

1. Your registration is confirmed when a completed workshop application and fee are submitted.
2. Payment will be accepted by cash, cheque or credit card
3. Mail the completed form with a cheque to the address shown. If paying by credit card, email the form. Do not fill in credit information. You will receive a telephone call and the transaction will be completed at that time. If paying with cash, bring the completed form to a meeting. Do not mail cash.
4. Forms will be available on the SOYRA website, in newsletter and at meetings.

WORKSHOP CANCELLATION POLICY (new July 2017)

If you need to withdraw from a Workshop

1. Changes to registration must be made a minimum of **2 weeks** prior to the workshop date.
2. A \$25 administration fee will be charged for each full day workshop; a \$10 administration fee for each evening session.
3. No refunds can be made after that date, as SOYRA is committed to the workshop artist.

If a Workshop is cancelled by SOYRA:

1. All workshops are subject to sufficient enrollment.
2. SOYRA reserves the right to cancel or postpone workshops if a minimum registration is not met.
3. A full refund will be issued in the event SOYRA must cancel. You may choose to apply that fee toward a future workshop.

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