



c/o Neilson Part Creative Centre
56 Neilson Park Drive, Etobicoke, ON M9C 1V7
www.calligraphicartstoronto.ca

Class/Workshop Registration Form

Name: _____ Registration Date: _____

Address: _____ Home Phone: _____

Email: _____ Cell Phone: _____

Class/Workshop: _____

PAYMENT AMOUNT:

Member Fee \$_____.____

Non-Member Fee \$_____.____

(Any materials fees are extra, and are paid to the instructors at the Class or Workshop)

THE CALLIGRAPHIC ARTS GUILD OF TORONTO ACCEPTS PAYMENT BY :

E-TRANSFER, (PREFERRED) to calligraphicartstopayments@gmail.com:

CHEQUE (NSF \$30) or MONEY ORDER, payable to the Calligraphic Arts Guild of Toronto
Please submit in person or mail to the Programming Coordinator CAGT c/o
Neilson Park Creative Centre, 56 Neilson Drive, Etobicoke, ON M9C 1V7

CASH, in person to the Programming Coordinator: Charlene Sam

DO YOU REQUIRE A RECEIPT?

YES

NO

Please submit a scan or picture of your filled out form to cagtprograms@gmail.com

See next page for Workshop Policies

We look forward to sharing the lettering arts with you!

REGISTRATION POLICIES

- Cheque payments must be received one week before registration deadline. A fee of \$45 will be requested for NSF cheques.
- All classes and workshops are subject to sufficient registration. The Guild reserves the right to cancel or postpone a class or workshop 14 days prior to the course date. Registrants will be notified and a full refund will be issued in the event of a cancellation.
- Where a class/workshop has reached capacity, a waiting list may be kept by the Programming Coordinator.
- No make-up classes will be offered for a student unable to attend a class. If a student withdraws up to 14 days prior to the course starting date, the class or workshop fee will be refunded a 5% or \$25 service fee, whichever is less. There is no refund after that date. Refunds are considered for the following: sick/Covid/not feeling well/family emergency or at the discretion of the Program Coordinator.
- In the event of inclement weather, please visit the NPCC website www.neilsonparkcreativecentre.com to confirm if classes, workshops or events are running. Students will not be contacted when Neilson Park Creative Centre is closed due to weather. A make-up arrangement will be made.
- Programs offered by the Guild, in keeping with the policies established by Neilson Park Creative Centre, aim to provide a safe, positive and welcoming learning environment. Students and instructors are to respect the care and maintenance policies of studio facilities.