

# The Franklin Carmichael Art Centre

34 Riverdale Drive, Etobicoke, ON M9V 2T3  
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## Course Registration Form

Name \_\_\_\_\_ Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

ABOVE IS A NEW ADDRESS - PLEASE CHANGE MAILING LIST

Office use: change made

Returning Student  New student  How did you hear of FCAG: \_\_\_\_\_

CHILDRENS' PROGRAMS ONLY: Youth Programs  Age \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Fill in the chart below with your choice of programs. Please indicate course number.

### Registration Information:

Course:

#	Course Name	Day	AM/PM/EVE	Fee	Note
<b>Total Course Fees</b>					\$ <input type="text"/>

PAYMENT

\$

Method of payment:

Cash

Cheque

Note: \_\_\_\_\_

Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

**Registration Policy:** Mail or drop off this completed form with your cheque to the office. We cannot accept credit or debit card payments. You may call us and indicate your intention to join a program, but the registration is not final until payment is received. Registration is required for all programs one week prior to the starting date. If you wish to enroll after this date, call the office to ensure that there is space in a program. Size of programs is often limited to 10 - 12 students – register early. Once registered, you will be notified ONLY if a class has been cancelled or changed.

### **Refund or Cancellation Policy:**

If a program is cancelled due to insufficient enrollment, a full refund of fees will be made and registered students will be called prior to the start date. Cancellation by the student must be made at least two weeks prior to the start of the program for a full refund. If a student cancels after one class, remaining classes will be refunded on a pro-rated basis, remaining fees can be transferred to another course. Workshop fees are refundable with no less than a 1-week notice, transfer of fees is an option.