

REGISTERING FOR EAG CLASSES

1. **Make sure you have paid your Neilson Park Creative Centre and Etobicoke Art Group membership fees** by mail, at the Centre or online through the NPCC shopping cart. These are paid directly to NPCC. This is a **must** for all EAG Classes.

2. **Complete the class application form and send it to:**

- by email to etobicokeartgroupb@gmail.com
- or The Etobicoke Art Group Classes, 56 Neilson Drive, Etobicoke, M9C 1V7

3. EAG accepts payments by **cheque or e-transfer** only.

- **e-transfers** can be sent to <eagpayments@gmail.com>
DO NOT include a security question
Please make sure to type the address exactly including the "s"
Use the note at the bottom of the transfer to state the class, date & time for which you are registering
- **cheques** should be payable to the "Etobicoke Art Group". Cheques may be mailed or dropped off at the NPCC reception desk. Please use black or blue ink as other ink colours do not scan well in the bank machines.

4. EAG does not send class confirmations...notifications are made only if a class is full.

5. EAG reserves the right to substitute instructors in any class at any time. Our instructors may arrange for other artists to teach occasional classes during the term.

REFUND POLICY

- If a class is cancelled due to low registration, a full refund of fees will be made or you may transfer to another class if there is space available.
- Registration fees will be refunded only when a written notice of withdrawal is received no later than five business days before the first class.
- An administration fee of \$15.00 will be deducted from a refund due to withdrawal from a class (as described above).
- No refunds will otherwise be made. This policy applies to all classes, workshops and studio groups.
- Fees are not pro-rated for late registrations.

THE ETOBICOKE ART GROUP APPLICATION FOR CLASSES

All fees include HST. HST # 8488101410 RT0001

Payment by cheque or e-transfer

NAME: _____

TELEPHONE: _____ EMAIL: _____

CLASS: _____

DAY: M / T / W / T / F / Workshop Time: Am /Pm / Eve FEE: \$ _____

CLASS: _____

DAY: M / T / W / T / F / Workshop Time: Am /Pm / Eve FEE: \$ _____

CLASS: _____

DAY: M / T / W / T / F / Workshop Time: Am /Pm / Eve FEE: \$ _____

TOTAL FEES \$ _____

I have read and agree to all EAG policies

SIGNATURE _____ DATE _____