

Tuscarora Lapidary Society, Inc.

CLASS REGISTRATION

(PLEASE PRINT OR TYPE)

Name _____ Date _____

Address _____

City/State/Zip _____

Phone _____ (home) _____ (work) _____ (cell)

E-mail address _____

Class _____ Day _____ Course # _____

Class _____ Day _____ Course # _____

Class _____ Day _____ Course # _____

Class _____ Day _____ Course # _____

By signing below, I acknowledge that:

- I am 18 years or older.
- I have taken all prerequisites required for the classes and workshops I am registering to attend.
- Classes/workshop sizes are limited by space and equipment.
- Classes are assigned on a first-come basis on receipt of both the registration form and payment.
- Registration status (Cancellations, acceptance, course full, wait list) and required supply list notification will be sent after the registration deadline.
- Some classes may have an additional fee for supplies, payable to the instructor.
- I will not hold the society liable for personal or property damage to me during society-sponsored activities, classes, functions, or meetings.
- **REFUND POLICY:**
 - To withdraw from a class, workshop, or open shop session, you must notify the Registrar and instructor by email.
 - When refunds are requested, we retain 10% of tuition as a processing fee. Tuition will be refunded 100% (minus the processing fee) if you withdraw before 7 days prior to the start date of the course, workshop, or open shop session. If you withdraw 7 to 3 days prior to the start date, tuition will be refunded 80% (minus the processing fee). There will be no refunds for withdrawals within 2 days of the start of the class, workshop, or open shop session.
 - In the event of emergencies or other extenuating circumstances, TLS will consider making exceptions to this policy on a case-by-case basis. If such an event or circumstance occurs, please email the registrar with your inquiry and it will be reviewed as soon as possible.

Signature _____

MAKE CHECK PAYABLE TO: T.L.S.

MAIL COMPLETED REGISTRATION FORM AND PAYMENT TO:

**TLS REGISTRATION, C/O BARBARA BATES, REGISTRAR
PO BOX 247, CHESTER HEIGHTS, PA 19017-0247**

**For more information, contact our Registrar, Barbara Bates, at
registrar@lapidary.org**

REV 02/24