



O·A·T·K·A
 school of glass
 and glass studio

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Application and Registration Information for Classes

You may mail, email or fax this form. PLEASE MAKE CHEQUES OUT TO **OATKA GLASS**.

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Title, date, and cost of the course you are interested in:

50% of class fee is required at time of registration.

Credit card information

Check One: Visa MasterCard American Express

Amount to be charged: _____

Card number: _____

Expiration date: _____

Last three digits on back of card: _____

Name on card: _____

Signature: _____

I authorize OATKA School of Glass, to automatically charge my credit card
 for the tuition balance thirty (30) days before the start date of any workshop
 for which I have registered and paid a deposit.

Registration Policies

Tuition

A completed application and paid deposit are required to complete your registration. Tuition includes all materials unless otherwise noted. For all multiple day workshops, lunch and refreshments are provided with tuition.

Payment in full must be made 30 days before the first class meeting. Payment can be made by cash, check, Visa, MasterCard or American Express. Make cheques out to **OATKA GLASS**.

Please fill our application form and mail, email or fax it into us with your current contact information.

Confirmation

You will receive an email confirmation with details of materials or tools required for class, and other information for that specific class approximately two weeks before the first class meeting. Please contact us if you have not received a confirmation.

Cancellation

A full refund, less a \$100 processing fee, will be made if you cancel your enrollment more than 30 day before the start of the class.

For cancellations made with less than 30 days notice, a refund (less the processing fee) will be made **ONLY** if we are able to fill your place. If a class or workshop is cancelled by OATKA, a full refund will be issued.

Waiting lists

OATKA maintains a waiting list for all classes and applicants will be notified should a place in a class become available.