

First Name _____ **Last Name** _____
Mailing Address _____
City/State/Zip Code _____
Email Address _____ **Phone No (best)** _____ **Phone (cell)** _____

Course ID	Course Title	Day & Time	Amount
\$5 Non-Refundable Registration Fee per person			\$5.00
Total Due			

Payment: Check # _____ (Payable to Keefe at Night)
 Mastercard
 Visa
 Discover
Credit Card No. _____ **Exp. Date** _____
Signature _____

By submitting this form, you acknowledge that you have read and accept all policies and procedures of Keefe at Night, including the Refund Policy below. You also understand that participants MUST be at least 18 years of age to enroll in Keefe at Night Programs.

Mail completed form to: Keefe at Night, 750 Winter Street, Framingham, MA 01702 (NO CASH)

REFUND POLICY EFFECTIVE JANUARY 1, 2016

Cancellation: If Keefe at Night cancels the course, the full amount, including the registration fee is refunded.

Withdrawal:

1. 7 Days before start date: Full tuition refund, less \$10 cancellation and \$5 registration fee.
2. Six Days or less *before* the start date: A Course Voucher will be issued: 50% course tuition, less \$10 cancellation fee and \$5 registration fee.
3. No Course Vouchers or refunds will be issued after the start of class.
4. Withdrawal or Absence from One-Day Courses on day the class meets or if you miss the class for any reason. – No refunds or vouchers.
5. Trip registrations are transferable to other guests **for the same trip only**, but not refundable. No vouchers will be issued.