

# REGISTRATION FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

Course ID	Course Title	Day & Time	Amount
TOTAL			

Payment:  Check # \_\_\_\_\_ (Payable to Keefe at Night)  Mastercard  Visa  Discover  AmEx

Credit Card No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature \_\_\_\_\_ Authorization Code: \_\_\_\_\_

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

## Refund/Cancellation Policy

All classes run pending sufficient enrollment. Changes in instructor and classroom location may occur at the discretion of the KAN Staff.

### Cancellation:

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

### Withdrawal:

All withdrawals must be made in writing (email or mail) to the Director of Continuing Education.

- Seven Days before the start date: Full tuition refund and less \$10 cancellation.
- Six Days or less before the start date: A course voucher will be issued: 50% course tuition, and less \$10 cancellation fee.
- No Course Vouchers or refunds will be issued after the start of class
- Withdrawal or absence from One Day Courses on the day that the class meets:  
No refunds or voucher
- Trip registrations ARE transferable to other guests for the same trip only, but are not refundable.  
No vouchers will be issued.
- Vouchers and/or class registrations ARE fully transferable to another party, if the original registrant is not available to attend.

### Culinary Courses:

Please see page 37 of catalog for additional information on withdrawals from Culinary classes.