

First Name: _____ Last Name: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Best Phone #: _____

Course ID	Course Title	Class Dates	Tuition Amount
Form of Payment: <input type="checkbox"/> Check No. _____ (Payable to Keefe at Night) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> AmEx			TOTAL

Credit Card Number: _____ Expiration Date: _____

Name of Card Holder: _____ Authorization Code: _____

Billing Address if Different from Above: _____

By submitting this registration form you acknowledge that you have read and accept the Refund Policy that appears below. You also understand that all participants/students must be at least 18 years of age in order to enroll in Keefe at Night programs.

Please mail the completed form to: Keefe at Night, 750 Winter Street, Framingham, MA 01702. No cash please.

REFUND POLICY

CANCELLATION FOR ALL CLASSES: If Keefe at Night cancels a course/trip, the full amount paid for the course/trip will be refunded.

WITHDRAWALS:

- 7 Days before start date: Full tuition refund, minus \$10 cancellation fee.
- 6 Days or less before start date: A course credit voucher will be issued for 50% of course tuition.
- No course credit vouchers or refunds will be issued after the start of class.
- Withdrawal or absence from course on the day that it meets: No refund or credit voucher. You may however, transfer your enrollment to a friend/relative.
- Trip registrations are transferable to other guests for the same trip only, but not refundable. No credit vouchers will be issued.

Course credit vouchers are valid for one year from the date of issue.

Additional information for Withdrawal Refund Policy for Culinary Programs: An additional ingredients/supplies deduction of \$25.00 will be made to credit vouchers for withdrawals less than 7 days prior to the class date.

Withdrawal from Paralegal Certificate Course: Students withdrawing 7 days before the class start date will receive a full tuition refund, minus a \$10 cancellation fee. No refunds or credit course vouchers will be issued for withdrawals taking place 6 days or less before the start date of the class, or after the class has started.