

# REGISTRATION FORM

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			<b>TOTAL</b>

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 FOR COURSES AND TRIPS

**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.
- 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.

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