



# CLASS REGISTRATION FORM

<b>Last name</b>	<b>First name</b>	<b>MI</b>	
<b>Street address</b>			<b>Apt. No.</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Daytime/Cell Phone</b>		<b>Evening Phone</b>	<b>e-mail address</b>

Have you taken a class at the guild before? ~ Yes ~ No

If yes, has your contact information changed? ~ Yes ~ No

<b>I have read and understand the Class Policies:</b>	
_____	_____
Signature	Date

<b>Course Instructor</b>	<b>Day/Time</b>	<b>Tuition</b>	<b>Payment Method</b>

**Preferred Method of Payment is Cash or Check.**  
Please make checks out to: *The Potter's Guild of Baltimore*

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## Class Policies

### Tuition

- Payment in full is expected with this registration form at the first class of each session
- Tuition includes use of reclaim clay, bisque firing, class glazes, glaze firing and use of the studio for practice.

### Refunds

- We reserve the right to cancel any class that does not reach minimum enrollment.
- No refunds will be awarded after the second week of class
- Missed classes are non-refundable; however make-up classes can be arranged with your teacher.

### Supplies

- Tools may be purchased at the guild. Please see your teacher for a recommendation list.

### Housecleaning

- To allow for regular cleaning of the communal class area, no new clay work will be allowed after the second-to-last week of class, unless pre-registered for next session. All bisque and unfinished pieces must be taken home after the end of each session.