



CLEAR CREEK ACADEMY
OF JEWELRY AND METAL ARTS

Date:

Student Information	Class/Workshop(s)	Class Date(s)	Price
Name:			\$.
Day Time Phone: (Cell - Work - Home)			\$.
Evening Phone: (Cell - Work - Home)			\$.
e-mail address:			\$.
Address:		Class subtotal	\$.
		Studio Fee Due	+ .
City, State, Zip Code:		Studio Fee Paid	- .
		Total Due =	\$.
Payment Information		Total Paid =	\$.
<input type="checkbox"/> VISA #	<input type="checkbox"/> Check #	Balance Due =	\$.
	<input type="checkbox"/> Cash \$	Expiration Date	Security #
<input type="checkbox"/> PayPal ID #	<input type="checkbox"/> MasterCard #	Signature:	
Card Billing Address:		<input type="checkbox"/> Informed of cancellation and refund policy	
Notes:			

Clear Creek Academy (CCA) Registration and Cancellation Policy

1. Registration:
 - a. Students are not considered registered for a class, course or workshop until CCA receives full payment of tuition.
2. Cancellations:
 - a. CCA will cancel the class/workshop in the event that a class/workshop does not have the minimum number of required students registered 5 business days before the class/workshop.
 - b. Cancellation by the student, after registration but no later than 10 days prior to the start date of the class/workshop; the student will be charged an additional \$35.00 cancellation fee.
 - c. The remainder of the registration tuition less the \$35.00 fee will be a class/workshop credit voucher that will be held by CCA for a period of 6 months from the date of the cancellation for the student to use toward future classes/workshops.
 - d. Failure to use unused tuition within the specified time will result in forfeiture of said tuition.
3. Refunds & Check Fees:
 - a. CCA will refund your registration, should CCA need to cancel the class/workshop. If you would prefer CCA can hold the tuition for 6 months, from the date of cancellation, for future enrollment. contact CCA.



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- b. Refunds are given only if CCA cancels a class. CCA will attempt to notify each student that is registered for a class/workshop, that it has been cancelled. However, if you have registered for a class and have not heard from CCA, please contact CCA.
- c. Students who miss or drop out of a class/workshop after the class/workshop has started, will not receive a refund, or replacement class/workshop, or a make-up class(es)/workshop(s)
- d. A service fee of \$30 will be charged for each returned check. You will be responsible for all outstanding tuition, bad check fees, and resulting collection charges.

4. Tuition Transfers:

Definition of a Tuition Transfer: When a student requests the tuition monies paid toward a specific class or workshop be applied to a different class or workshop.

- a. The request must be made no later than 10 business days prior to the start date of said class or workshop. Failure of a student to appear for the first class is deemed an absence, not a reason to transfer to another class (see #3c above)
- b . Upon the request of the student to transfer tuition and registration from one class/workshop to another class/workshop within the same class or workshop session, and request is made as stated in 4a, an administrative fee of \$25.00 will be charged.
- c . Upon the request of the student to transfer tuition from one class session to another class session: Should the student need to transfer the registration to another class session, rule #2c applies.
- d . No fees apply when CCA cancels the class/workshop.

5. Private Instruction:

- a. If you are currently an enrolled student and would like private instruction, this is at the instructors' discretion. Students may request individual instruction time at the cost of \$35.00 an hour. Usually a two hour minimum is required unless prior arrangements have been made with the instructor.

6. All tuition and fees are subject to change.

