

how to register

WOODSTOCK PHOTOGRAPHY WORKSHOPS

Registration for the Woodstock Photography Workshops begins on April 12, 2004 and space is available on first-come-first serve basis. Staff is happy to assist and advise you on which Workshop/s may be best for you.

You may register for your chosen Workshop/s by mail, phone, or fax. **Please note:** The entire payment must be made in full at the time of registration in order to reserve and confirm your place in class.

Once we have received your completed registration and payment, you will be sent confirmation receipt, with a specific list of what to bring to class, within three to four weeks. Most importantly, please contact the Center at any time if we can provide additional information or answer your questions: 845 679 9957.

TIMES

Workshops, unless otherwise stated, meet at the Center and run from 9:30-5pm each day. Please notify us if you will be late.

DISCOUNTS

All current **Center Members** receive discounts on the tuition of every Workshop (not on lab/model/material fees) plus, receive an additional 10% off the second Workshop they enroll in. (for every two you get 10% off the second). If you are not already a member; when you register you may become a member; include the category and fee with registration form and take the members' discounts immediately. **Teacher and college student discounts:** our stand-by program allows any full time student or full time educator to receive a 50% tuition discount (from non-member price) on any class that is not full 15 days prior to workshop begins. This does not apply to travel workshops or Encaustic workshop. This does not apply to lab, materials, model, meals, or registration fees, or to those already registered. Students must be at least 18 years of age and should send a photocopy of their college ID and document showing full time status. Teachers must document their status as a full time educator. Special **Scholarships** for college age students may be available for certain classes - please contact the Center for more info.

MEAL PLAN

Meals are taken together on-site. In all Workshops at the Center you will be provided a continental breakfast, coffees, teas, and full lunch (vegetarian options included) for \$10 per day - \$10 for one day events / \$20 for two day events / \$30 for three day events. Meal plan applies to all events except those held in NYC, and/or Prague travel event, in which lunch is arranged for by order on the day of the event.

WAITING LISTS

Once a Workshop is full, a waiting list is kept. You may request to be added to this list by sending your name, address, day and evening telephone numbers, fax, and/or e-mail with the name of the workshop you wish to enroll in. If and when an opening becomes available, the Center will notify you.

REFUNDS / CANCELLATIONS

Requests for refunds must be made in writing and dated. We must receive your request 21 days prior to Workshop event to give you a full refund (minus \$40 registration/processing fee) and 2 months prior for Prague travel event (minus \$550 deposit). No refunds can be given after that date due to our obligations to Workshop artists/teachers. All approved refunds take at least 4 weeks to process. CPW cannot be held responsible for refunds due to illness, personal emergency, unattended workshops/"no-shows", or events not under our control. Travel insurance is highly recommended for Prague workshop. Workshops are subject to cancellation due to under-enrollment and/or in the rare case that an instructor becomes unavailable. All registrants are notified at once of a substitute Workshop leader, new date, or a full credit/refund will be issued for all fees.



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