

# how to register

## WOODSTOCK PHOTOGRAPHY WORKSHOPS

**Registration for the Woodstock Photography Workshops begins on April 25, 2007** (April 23 for CPW members) and space is available on first-come-first serve basis. Staff are happy to assist and advise you on which Workshop/s may be best for you. **Note: Registrations received prior to April 23rd will not be accepted.**

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.

**Portfolio Reviews are required for placement in figure classes.** Please send a CD of 10-15 jpeg files (no larger than 300 dpi at 4x5"), along with a one-page image script and your application. CPW will notify you of admission shortly. **Portfolio Review submissions may be sent prior to registration dates.**

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 CPW at any time if we can provide additional information or answer your questions: 845 679 9957.



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### TIMES

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

### DISCOUNTS

All current **CPW** 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 the 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. **Educational Scholarships** for college age students may be available for certain classes—please contact CPW for more info.

### MEAL PLAN

Meals are taken together on-site. CPW provides a continental breakfast, coffees, teas, and full lunch. Please make sure you identify on registration form: vegetarian, vegan or other dietary restrictions. Meal plan applies to all events except those held in NYC.

### 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, CPW 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). 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. 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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