



25 Regina Street S, Waterloo, ON N2J 1R8
 Phone 886-4577, Fax 886-4599
 Web site: www.buttonfactory.org
 Email: programs@buttonfactoryarts.ca

REGISTRATION INFORMATION

- Use a separate form for each person, make copies if necessary and complete all parts of the form.
- For payments by cheque, please make separate cheques for each course, and membership, payable to WCAC
- Post-dated cheques are **NOT** accepted.
- Fee assistance is available, as funding permits. Please call or write our General Manager
- For your protection, do not send cash through the mail, or insert cash or mail into the centre's front door "mail" slot.

NSF CHEQUES

- We know mistakes sometimes happen, but to cover bank charges and employee costs, it is necessary to charge \$20 for any cheque returned.

REFUND POLICY

- All refunds will be subject to a \$20 administration fee unless the program is cancelled by WCAC (aka Button Factory)
- Refunds for classes and workshops are permitted up to one week prior to the start of the class

Membership payments are not refundable

Please Note:

- Enrollment is limited for all classes and workshops, so register early to avoid disappointment. A space will not be held for you without payment in advance.
- We reserve the right to cancel any program one week before the start date.
- Office hours are Mon.to Fri., 10am-5pm and Sat.1pm-4pm

Special Notes:

If your child has special needs, the program coordinator will contact you to discuss available program adaptations. We reserve the right to decide if a child is program ready.

CHILD REGISTRATION FORM

Child's Name: _____ Age _____

Any special needs we should know about? Yes No

Parent/Guardian's Name: _____

Address: _____

Postal Code: _____

Phone: Day _____ Evening _____

Email Address: _____

Note: If you do not wish to receive emails from us do not give us your email address.

Where did you find out about our programs? _____

WCAC member? Yes No (Members get a reduced rate)

COURSE number	Start date	Cost

TOTAL

Receipt# _____

Payment Method: cash debit cheque credit card

Cash or Debit - Register in person

Cheque - Mail this form & cheque (payable to WCAC) or come in during office hrs.

Visa or Mastercard - call, mail or fax this form and the following information.

Card# _____ Expiry Date _____

I have read the registration information and understand and accept the payment and refund policies of the Waterloo Community Arts Centre:

Signed: _____ Dated: _____