



**Waterloo Community Arts Centre  
In the Button Factory**

25 Regina Street South, Waterloo, ON N2J 1R8

Phone: **519. 886.4577** Fax: 519. 886.4599

Email: generalmanager @buttonfactory.ca

Website: www.buttonfactoryarts.ca

**BUTTON FACTORY**

**REGISTRATION INFORMATION**

- ◆ Use a separate form for each person, make copies if necessary and complete all parts of the form.
- ◆ For payment by cheque, please make separate cheques for each course, and membership, payable to: W.C.A.C.
- ◆ Post-dated cheques are NOT accepted.
- ◆ Fee assistance is available, as funding permits. Please call or write our Executive Director.
- ◆ For your protection, do not send cash through the mail, or insert cash into the Centre's mail slot.

**NSF CHEQUES**

- We know that mistakes sometimes happen, but to cover bank charges it is necessary to charge \$20.00 for any cheque returned.

**REFUND POLICY**

- All refunds will be subject to a \$20.00 administration fee, unless the course is canceled 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 programme one week before the start due to insufficient enrollment.
- Office hours are Monday – Friday 10:00am – 5:00pm  
Saturday 1pm – 4:00pm CLOSED Sunday

**PROGRAM REGISTRATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: day: \_\_\_\_\_ evening: \_\_\_\_\_

Would you like to receive e-mail from us? (If yes, please provide email address): \_\_\_\_\_

Where did you find out about our programs? \_\_\_\_\_

WCAC member? yes  no  (Members get a reduced rate)

Please register me for the following classes/workshops:

COURSE number	Start date	Cost

Receipt # : \_\_\_\_\_ TOTAL DUE : \_\_\_\_\_

Method of payment: Cash  Cheque  Visa or MC

CREDIT CARD – call 519. 886.4577, or mail or fax (519.886.4599) this form and the following Visa or Master Card information:

Card#: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

CHEQUE - Mail or drop off this form and cheque (payable to WCAC) to:  
W.C.A.C., 25 Regina Street South, Waterloo, ON, N2J 1R8

CASH or DEBIT - Register in person

I have read the registration information and understand and accept the payment and refund policies of WCAC:

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_