

English Harbour Arts Centre **WORKSHOP REGISTRATION INSTRUCTIONS**

Online Registration <http://www.englishharbourartscentre.ca>

Register By Phone Call (709) 464-2424 or 1-866-456-2424

Register In Person Ask for the Administrator at the Arts Centre

Pay by VISA, MasterCard, debit or cheque. Cash will also be accepted on location.

REGISTRATION POLICIES

Workshop Reservation

To reserve a spot in a workshop you must pay 50% of the registration fee in advance. The balance must be paid on the day the workshop begins.

Family Discount

Families who enroll more than one child in a workshop qualify for a 15% discount on registration fees.

Returned (NSF) Cheques

A \$25 administration fee will be charged for cheques returned to us by your bank.

Withdrawing From A Workshop

In some cases registrants can receive a partial refund if they have to withdraw from a workshop.

Workshop Cancellation

We reserve the right to cancel workshops if minimum registration is not achieved. A full refund will be issued if a workshop is cancelled.

Waiting List

If a workshop you are interested in is full you can be placed on a waiting list.

Special Needs

Workshop participants with special needs must inform the EHAC upon registration.