

# APPLICATION AND INFORMATION

## Application

Classes and workshops at Vitrum Studio are filled on a first-come, first-served basis and they fill very quickly. Please register early to insure a place in the course(s) you would like to take. A completed application and paid deposit are required to complete your registration. Tuition for all classes at Vitrum includes all materials needed unless otherwise noted.

Registration for spring courses begins on Monday, January 9, 2012 at 10 am. We will process applications mailed in before that date in the order of their postmark date.

Vitrum Studio  
6824 Industrial Drive, Studio #105  
Beltsville, Maryland 20705

Telephone :301-595-0736 Fax:301-595-0081 email vitrum@vitrumstudio.com

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (home) \_\_\_\_\_  
email \_\_\_\_\_

## Classes and Workshops Requested

| Course Title | Date  | Tuition  | Deposit  |
|--------------|-------|----------|----------|
| 1. _____     | _____ | \$ _____ | \$ _____ |
| 2. _____     | _____ | \$ _____ | \$ _____ |
| 3. _____     | _____ | \$ _____ | \$ _____ |
| 4. _____     | _____ | \$ _____ | \$ _____ |

Total tuition \$ \_\_\_\_\_

Total deposit needed \$ \_\_\_\_\_

Enclosed is a check/money order for the total amount of: \$ \_\_\_\_\_

Please bill my (check one):

Visa  MasterCard  American Express

Credit Card # \_\_\_\_\_ Ex. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

## Registration Policies

### Tuition

A completed application and paid deposit are required to complete your registration. Tuition includes all materials unless otherwise noted.

Payment in full must be made 30 days before the first class meeting. Payment may be made by check, money order, credit card, or cash.

Please note: If you are paying the deposit only, the remainder of the tuition fee will be charged to your credit card one week prior to your selected class. If paying by check, please remit the remainder to Vitrum Studio one week before your class.

### Confirmation

You will receive an email confirmation with details of materials or tools required for class, and other information for that specific class approximately two weeks before the first class meeting. Please contact us if you have not received a confirmation.

### Cancellation

A full refund, less a 10% processing fee, will be made if you cancel your enrollment more than 45 days before the start of the class.

For cancellations made with less than 45 days notice a refund (less the processing fee) will be made ONLY if we are able to fill your place. If a class or workshop is cancelled by Vitrum Studio, a full refund will be issued.

### Waiting lists

Vitrum Studio maintains a waiting list for all classes and applicants will be notified should a place in a class become available.