

THE COLUMBIA COLLEGE CHICAGO CENTER FOR BOOK & PAPER ARTS IS
LOCATED AT: 1104 SOUTH WABASH, 2ND FLOOR, CHICAGO, IL 60605-2328
PHONE: 312-344-6630 FAX: 312-344-8082 WEB: WWW.BOOKANDPAPER.ORG
EMAIL: BOOK&PAPER@COLUM.EDU

NAME
ADDRESS
CITY STATE ZIP
PHONE: DAY EVENING

I WOULD LIKE TO ENROLL IN THE FOLLOWING CLASSES/WORKSHOPS
WITH THE FOLLOWING INSTRUCTORS:

| | | |
|---------|---------------|------|
| CLASS | INSTRUCTOR | DATE |
| TUITION | MATERIALS FEE | |
| CLASS | INSTRUCTOR | DATE |
| TUITION | MATERIALS FEE | |
| CLASS | INSTRUCTOR | DATE |
| TUITION | MATERIALS FEE | |

TOTAL

If you are paying by check, please enclose a separate check for each class. Thanks.

TOTAL AMOUNT ENCLOSED: _____

Full payment is required with registration to hold your place in the class. YOU ARE NOT REGISTERED UNTIL WE HAVE YOUR CHECK OR CREDIT CARD NUMBER IN OUR HOT LITTLE HANDS. All your money will be refunded if the class does not meet its minimum.

CANCELLATION POLICY:

If you cancel ten days or more before your class begins, we will refund all but \$20 of your fee. If you cancel less than ten days before the class begins we will keep half of your fee and send the other half, back to you. No-shows will not receive any refund whatsoever, no matter how plaintively you beg. All fees are non-transferable. There will be a \$20.00 fee for all returned checks and declined credit cards. After your class, if you are unable to pick up your artwork, you may have the Center mail you your work for a \$8.00 shipping and handling fee.

The Columbia College Center for Book and Paper Arts happily accepts Visa, MasterCard, Amex, Discover, personal checks, money orders, traveler's checks and last, but not least, cash. Don't put cash in the mail.

IF YOU ARE USING A CREDIT CARD ENTER ALL PERTINENT DATA BELOW:

Visa MasterCard Amex Discover

CARD NUMBER

EXPIRATION DATE

SIGNATURE

DATE

WOULD YOU LIKE TO BE ON OUR MAILING LIST?

YES! NO, NOT RIGHT NOW.