

# Registration

Send a check or money order for the full tuition or the deposit amount for the workshop of your choice to: HCAF, PO Box 1169, Ingram, TX 78025

Students using MasterCard, Visa or Discover may call:  
830-367-5120 or 1-800-459-HCAF

Please send full tuition if registering less than 45 days before your workshop begins. The deposit to hold your place in a workshop is  $\frac{1}{2}$  the total of the tuition. The balance is due 45 days before the first day of your workshop. This is your responsibility, so PLEASE, mark your calendar. Reminders are not sent.

## HCAF policy for cancellations, transfers and refunds:

- All deposits are refundable, less a \$50 handling fee, if you cancel in writing 45 days or more before the start of your workshop. Your cancellation notice may be sent by mail, fax (830-367-4332), or email ([visualarts@hcaf.com](mailto:visualarts@hcaf.com)).
- If you cancel less than 45 days before the start of your workshop, you will forfeit the entire tuition for that workshop. You will not get a refund. However, a friend or family member may attend the workshop in your place, or you may donate your spot as a scholarship to a financial need student. *No exceptions can be made to this policy, including personal or medical emergencies.*
- Deposits may be applied to another class with notice 45 days before class however, transfers must occur within the same calendar year.
- In the event that a class is cancelled by HCAF a full refund will be made. HCAF strongly urges all out-of-town students to buy refundable airline tickets in case of workshop cancellations or other unforeseen changes.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Workshop \_\_\_\_\_

Instructor \_\_\_\_\_

Tuition \_\_\_\_\_

Amount Paid \_\_\_\_\_