

### How to Register for Continuing Education Programs

In order to register for a workshop, please fill out the registration form below and mail it with your payment to DSM. Please PRINT all of the information clearly. Once we have received your registration form, the Workshop Coordinator will mail you a confirmation letter with a list of items you will need to bring to the workshop. If you need directions or lodging information, please mark the appropriate box on the registration form. **In order to receive an early registration discount, you must send in the full amount of the tuition fee by the early date listed for the workshop. Partial payments do not receive a discount. Late payments do not receive a discount.**



### Downeast School of Massage Workshop Registration Form

Please return to Workshop Coordinator, PO Box 24, Waldoboro, ME 04572

**Complete and return this form with a non-refundable deposit to guarantee your place in the class.**

Name: \_\_\_\_\_ Phone: day: \_\_\_\_\_ eve: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Name/Date of Workshop(s): \_\_\_\_\_

A. I am enclosing payment in full, which includes a \$50 non-refundable deposit for any class under \$300 or a \$150 non-refundable deposit for any class over \$300.

B. I am enclosing a non-refundable deposit of \$50 for each class under \$300\*\*

C. I am enclosing a non-refundable deposit of \$150 for each class over \$300\*\*

\*\*The balance will be paid no later than **one week** prior to the date of the workshop.

**Please remember that options B and C do not entitle one to early registration discounts.**

Lodging information

Directions

D. I wish to pay with (*check one*):  MasterCard  Visa  American Express  Discover

*All credit card charges for workshops will be held and charged two weeks prior to workshop.*

card# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ exp. date: \_\_/\_\_/\_\_ C.I.D. \_\_\_\_\_ Signature: \_\_\_\_\_

*REFUND POLICY: Tuition refunds will be given only with written notice received at DSM at least one week prior to the first day of the workshop. Absences do not entitle a participant to a refund.*