



Registration form – ASOC 2018 Workshops

This form can be completed on your computer, saved, or scanned and then attached to an email to treasurer@asoc.net.au or printed and posted to: Workshop Coordinator, ASOC, P.O. Box 3629, Manuka Post Office Manuka 2603.

This form works best if saved and then opened from your computer in either Internet Explorer or Adobe. You will need to save it on your computer and then attach the form to an email. After saving please open the form to make sure information has been saved correctly. If not the form can be printed, scanned and attached to an email, printed or completed manually and posted as per address details above.

Name:		ASOC Member:		
		CAW Member:		
Address:				
Phone (H):		Phone (W):		Mobile:
Email:				
Workshop	Dates	Price ASOC Members	Price Non Members	Total \$
Robyn Collier, Oils Water In the Landscape	30 – 31 March 2019 10am - 4pm	\$340	\$390	
Total Cost				

Note: Full payment is required at the time of booking.

PAYMENT METHOD

DEPOSIT BY BANK TRANSFER:

Name:

Date Transferred:

Amount:

Note: When transferring workshop deposits to ASOC please put you surname , together with Wksp and tutor surname in the Description/Customer Reference field

ASOC Direct Credit Details:

Artists Society of Canberra Incorporated

BSB 633 000

Account Number: 163574684

BY CHEQUE OR CREDIT CARD:

CHEQUE : Made out to Artists Society of Canberra Inc.

CREDIT CARD

Visa

Mastercard

Card Number:

Expiry Date:

CCV Number

(3 digit number on back of card)

Name on Card:

Signature (only if printing and posting form) :

ASOC will provide a receipt to confirm your booking.

ASOC Workshop Cancellation Policy

Workshops organised by ASOC require a minimum number of enrolments to proceed.

Payment must be received in full at the time of booking.

If the workshop is marked full, forms will be accepted without payment for a waiting list.

Refunds will only be given at ASOC's discretion & if:

- Payment is received after the workshop has been filled.
- The workshop is cancelled by ASOC (eg. due to insufficient numbers).
- The participant withdraws from the workshop at least 14 days prior to commencement of the workshop. NOTE: a \$25 cancellation fee will apply.
- Withdrawals received within 5 days of the workshop commencement will be processed as above only if there is another person on the wait list who is able to attend the workshop. If there is no person on the wait list no refund will be provided, however attendance is transferable to a friend.

The request to withdraw from the workshop must be made in writing to the Workshop Co-ordinator before the commencement of the workshop. Non-attendance without notification of withdrawal will not receive a refund.