



GREATER LANSING POTTERS' GUILD Class Registration Guidelines and Policies

- Registration for Potters' Guild classes opens on a specified Saturday approximately one month before each term begins. An email post on that date (not before) is necessary for top priority for enrollment. This policy assures an equal starting point for all applicants.
- Since classes fill quickly, applications that arrive late are less likely to be successful.
- **Please note that an email post prior to the registration date will lower your priority for enrollment.**

To Register

Email the registration form **on the registration date (not before) to:**

Lyn Sawicki, Registrar
lynsaw7@gmail.com

Questions? Contact the registrar at 517-740-3813 or lynsaw7@gmail.com.

Confirmation

The registrar will confirm enrollment status with each applicant student by email or phone, and payment (\$320) will be requested at that time. New students will receive a letter with additional class information, a list of needed tools, and a map to the Guild.

Cancellation

If it is necessary to cancel your registration, please contact the registrar as soon as possible. A full refund will be made if a cancellation is received two weeks before the first class. A pro-rated refund will be made for cancellations after the first class **ONLY** if your spot can be filled.

REGISTRATION FORM

Name:						
Address:						
City, State, and ZIP Code						
Phone		Email				
Class Term		Morning		Evening		