

Registration Guidelines and Policies

- Registration for Potters' Guild classes opens on a specified Saturday approximately one month before each term begins. A postmark 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 a postmark prior to the registration date will lower your priority for enrollment.**

To Register

Mail the registration form on the registration date (not before) to:

Lyn Sawicki, Registrar
2611 E. Grand River Ave. #16 Lansing, MI 48912

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 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.

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REGISTRATION FORM

Name _____

Address: _____

City, State and Zip _____

Phone: _____ Email _____

Class Term _____ Morning _____ Evening _____