

Application and Information

Application

Classes and workshops at Vitrum Studio are filled on a first-come, first-served basis and they fill very quickly. Please register early to insure a place in the course(s) you would like to take. A completed application and paid deposit are required to complete your registration. Tuition for all classes at Vitrum includes all materials needed unless otherwise noted.

Registration for Fall Classes begins on Monday, August 1, 2016 at 10 am.

Several easy ways to register:

Mail: Vitrum Studio
6824 Industrial Drive, Studio #105
Beltsville, Maryland 20705

Email: vitrum@vitrumstudio.com
Telephone: 301-595-0736
Fax: 301-595-0081

Name _____

Mailing Address _____

City, State, Zip _____

Telephone (day) _____ (cell) _____

Email _____

Classes and Workshops Requested

Course Title	Date	Tuition	Deposit
1. _____	_____	\$ _____ or \$ _____	\$ _____
2. _____	_____	\$ _____ or \$ _____	\$ _____
3. _____	_____	\$ _____ or \$ _____	\$ _____
4. _____	_____	\$ _____ or \$ _____	\$ _____

Enclosed is a check/money order for the total amount of: \$ _____

or

Please charge my credit card for the total amount of: \$ _____

(check one): Visa MasterCard American Express

Credit Card # _____ Ex. Date _____ Sec. Code _____

Name on Card _____

Signature _____

By signing here I authorize Vitrum Studio to charge my tuition balance 30 days before the class start date.

Registration Policies

Tuition

A completed application and paid deposit are required to complete your registration. Tuition includes all materials unless otherwise noted.

Payment in full must be made 30 days before the first class meeting.

Please note: If you are paying the deposit only, the remainder of the tuition fee will be charged 30 days prior to your selected class.

Confirmation

You will receive an email confirmation with details of materials and tools required for class, and information for that specific class approximately two weeks before the first class. **Please contact us if you have not received a confirmation.**

Cancellation

If Vitrum Studio cancels a class, a full refund will be issued. If a class is cancelled, we are not responsible for reimbursing travel costs or other fees.

For cancellations made more than **30 days before the start of class** a full refund, less a 10% nonrefundable & nontransferable registration fee, will be made.

For cancellations made less than 30 days before the start of class, NO refund will be made unless we are able to fill your place. Only if we are able to fill the space will a full refund be made, less a 10% nonrefundable & nontransferable registration fee. **There will be no exceptions.**

Waiting List

Vitrum Studio maintains a waiting list for all classes. Applicants will be notified should a place become available in a class they are waitlisted for.