

CCC Workshop Registration Policies and Procedures

Workshop Skill Level Key:

Beginner (Beg): persons with little experience in lettering, though enthusiastic about learning letterforms.

Intermediate (Int): persons with an understanding of more than one calligraphic hand and comfortable using basic design and layout skills.

Advanced (Adv): persons with a broad understanding of various calligraphic hands, a variety of tools, as well as color and design theory.

Registration for workshops will ONLY be available via the CCC website by submitting the online Registration Form. Registration opens at 10:00AM CT on the published registration date. Places are assigned according to the online time stamp. Only one registration is accepted per email address.

Payment can be made by Credit Card or by Check.

If paying by check, make check payable to the Chicago Calligraphy Collective, and mail to:

Karen Ness, Workshop Director

8309 Oakwood Avenue

Munster, IN 46321-1912

Any and all registrations received beyond the maximum number of spaces in any given workshop will be placed on a wait list in order of online registration time stamp. Registration is considered received by receipt of registration form AND payment. If paying by check, the envelope containing check must be postmarked within 2 calendar days of the online registration time stamp to maintain original time stamp assignment. If both calendar days after initial online registration are Post Office holidays, postmark must be the first possible post holiday date. Checks can be received only via standard US mail. Deliveries requiring signatures will not be accepted.

You will receive an email with workshop information approximately two weeks prior to the workshop.

Cancellation Policy: Persons on the wait list are given first priority. If no one is on the wait list, the enrollee may find a substitute. No refunds will be given unless a wait list student enrolls or a substitute is found. In the event a wait list or substitute student is found, the enrollee will receive a full refund less any fees incurred by the CCC associated with their online registration. Wait listed registrants who do not get into the workshop will receive a refund of their full registration fee.

For any questions regarding workshops, please contact our Workshop Director workshops@chicagocalligraphy.org

Please be advised that **your place in class is not secured until payment is received.** Registrations will be held for 7 days. If payment is not received at the end of 7 days, your slot will be given to the next person on the wait list.