

# TLGUTS Studio Workshop Registration

The Little Gallery Under the Stairs  
25 Exchange Street  
Lynn, MA 01901  
781.715.1445  
[jocelynalmy@tlguts.com](mailto:jocelynalmy@tlguts.com)

## Student Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

email\* \_\_\_\_\_

\*email is used to confirm enrollment. TLGUTS will not sell or otherwise distribute your email address

I would like to receive emails regarding future exhibits and programs at TLGUTS

How did you hear about us?

word of mouth  email release  newspaper  website  friend  LynnArts member  other \_\_\_\_\_

## Course

Adult 4 week Calligraphy Studio      Mon 1pm-3pm \$100 \_\_\_\_\_      Sat 8am – 10am \$100 \_\_\_\_\_

\*\*Students are required to bring their materials: 1 bamboo brush, 1 suzuri (stone for preparing ink), 1 ink stick.  
If you need help acquiring these materials, please let us know. Paper can be purchased at the class.

Please make checks payable to The Little Gallery under the Stairs. Send registration form with payment to:  
TLGUTS | 25 Exchange Street | Lynn, MA 01901, or if paying with paypal, bring this form to your first class.

Please sign below to confirm that you have read and agree to TLGUTS terms and conditions of enrollment and class policies. Enrollment will not be granted without a signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# TLGUTS Class Registration Terms and Conditions

Please complete a separate registration form and transaction for each student.

To register for a class this form must be accompanied by full payment, or a deposit of no less than 50% of tuition plus any applicable lab fees. All tuition balances are due on or before the second week of classes. A 5% late fee will be charged on any unpaid balances after the second week of classes.

**Cancellation and Withdrawal:** In the event that TLGUTS cancels a class due to under-enrollment, you will be notified and your tuition and fees will be refunded. Withdrawal eight days before first class, receive a full refund minus a \$25 administration fee; withdrawal 3–7 days before the first class, receive a 50% refund less a \$25 administration fee; no refunds one or two days prior to the day of the first class or withdrawals after the first class has begun.

**Please note: Transactions are processed in the order they are received.** TLGUTS will confirm your transaction by email. Sending a registration does not guarantee your enrollment. In the event that a class is already full, TLGUTS will notify you within two business days and you will be fully refunded.

**Scholarships** are not available at this time.

TLGUTS has a policy of non-discrimination, which assures that students are accepted fairly, and without discriminatory regard for sex, race, national origin, color, religion, age or disability.

TLGUTS reserves the right to refuse registration by those whose behavior distracts from the quality of offered programs.

TLGUTS is a for-profit educational gallery and studio space, which in furtherance of its purposes and objectives, may publicize the work and achievements of its studio artists, staff, exhibiting artists and students. In connection with these efforts TLGUTS reserves the right to release first names of children, and appropriate information of adults, and to take photographs, motion pictures, or videotape of its students, staff, exhibiting artists and their work, and to use and distribute these materials in any form or format in furtherance of TLGUTS purpose and objectives. No personal contact information will ever be released without the permission of the individual to which the information pertains.

By submitting a registration form, you agree to the terms and conditions of the TLGUTS class policies, as outlined above, including the Course Withdrawal & Refund Policy.

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