

registration

IMPORTANT INFORMATION

Advance registration is required for all fee-based courses and is accepted on a first-come, first-served basis upon full payment. Upon registration, you will receive a confirmation letter, including course locations and any recommended reading and supplies. Early registration is encouraged; programs with insufficient registration may be cancelled three to five business days before the scheduled start date. If your requested course is filled, you will be put on a waiting list and your credit card will not be charged or your check will be returned. When space becomes available, you will be contacted according to your position on the waiting list. If we are unable to contact you, the next name on the list will be contacted, until the space is filled. You will be notified of any change as soon as possible. **Sorry, we cannot accept walk-in registrations.**

CANCELLATION & REFUND POLICY

SOCIETY CANCELLATIONS, CHANGES & INCLEMENT WEATHER: The Society reserves the right to cancel courses, change times or locations, and substitute instructors. If a class is cancelled by the Society, you will receive a full refund. In the event of any course change, you will be notified as soon as possible. **Courses and field trips run rain or shine.** However, in the event of extremely inclement weather, please call the Registrar, 508-877-7630, ext. 3303, to see if your course has been rescheduled. The Registrar or instructor will make every effort to inform you by telephone or email of any change. Please include day and evening phone numbers and your current email address on the registration form.

YOUR CANCELLATION & REFUND: To cancel and receive a refund, you must withdraw at least one week before a course's start date. **No refunds or transfers can be given for withdrawals within a week of the course start date, from courses already in progress, or for class sessions you have not attended. Ten percent of the registration fee (minimum of \$5) will be deducted from all refunds,** excluding classes cancelled by the Society, except where otherwise noted. No cancellation fee will be assessed if the course fee is less than \$10.

COURSE TRANSFERS

You must notify the Registrar at least one week before the start date of a course in order to transfer into a different course in the same semester. Any overcharge will be refunded; any balance due must be paid in full at the time of transfer.

EQUAL ACCESS

If you need assistance or special accommodations, please inform the Registrar, 508-877-7630, ext. 3303, at the time you register, or as soon as possible, in order to allow us to make the best efforts to meet your needs.

HOW TO REGISTER

BY MAIL

Send completed registration form with your payment to: Registrar, New England Wild Flower Society, 180 Hemenway Road, Framingham, MA 01701. Use a separate copy of the form for each applicant. Please do not mail cash.

BY TELEPHONE or FAX

Credit card registrations (MasterCard or Visa) can be made by calling the Registrar at 508-877-7630, ext. 3303, or by faxing to 508-877-3658.

Registration Form

Name of person filling out form.....

Participant's name (if different)..... Age (if under 18).....

Address.....

City, State, ZIP.....

Email.....

Phone: Day Evening

Course code	Course name	Start date	Fee

I want to join the Society. (For membership levels www.newenglandwild.org/membership)

I would like to enroll in the Certificate Program. \$30 (This is a one-time fee.)

PAYMENT

Check enclosed (payable to NE Wild Flower Society)

Credit card #

Visa MasterCard Exp. date

Name on card

Billing address (if different from above)

Signature

Total: \$

MEMBERSHIP STATUS & POLICY STATEMENT

I am a current member of New England Wild Flower Society:

Yes, membership # No

I am a current a member of: (Cosponsor organization)

I have read and accept the Cancellation & Refund Policy (at left). Yes No