



REGISTRATION FORM

<u>Atlanta Audubon Use Only:</u>	
Date Received:	_____
Confirmation Sent:	<input type="checkbox"/> Yes
Payment	_____

By completing this form, I have read and agree to comply with all Atlanta Audubon Society's *policies and procedures* listed with this form, including the refund and cancellation policy.

First Name _____ M.I. _____ Last Name _____

Birth date (under 18) ____/____/____ Parent/Guardian (under 18) _____

Street Address _____

If you are paying by credit card, the address & zip code must **exactly** match your billing address for that card

City _____ State _____ Zip _____ Day Phone (_____) _____ - _____ Evening Phone(_____) _____ - _____

Cell Phone(_____) _____ - _____ E-mail* _____

*We will send your registration confirmation via email.

REGISTRATION IS ACCEPTED BY:

Mail (Preferred)

Registrations
Atlanta Audubon Society
4055 Roswell Road
Atlanta, GA 30342

Drop Off

Please call in advance to check availability. Our office is normally open 10AM to 4PM, Monday through Friday, but these hours can fluctuate. Call 678-973-2437 before stopping by the office (closed Saturdays and Sundays).

NO REGISTRATIONS WILL BE ACCEPTED VIA E-MAIL OR PHONE

Membership

A membership is not required to attend classes at Atlanta Audubon Society. However, you must be a member to take advantage of the member price.

___ I am currently a member ___ I do not wish to become a member

___ I would like to become a member, and I am paying for membership at the following level:

___ \$15 student (under 18) ___ \$25 Individual ___ \$35 Family ___ \$50 Contributing ___ \$100 Supporting ___ \$250 Donor

Workshop/Class Information:

Title of Workshop/Class:	Date(s):	Day:	Time:	Fee:
<i>Sample: "Identifying Birds"</i>	<i>January 15</i>	<i>Monday</i>	<i>6:30PM to 9:00PM</i>	<i>\$60</i>

Payment Information:

I am paying by : ___ Check ___ VISA ___ MasterCard

Make payable to Atlanta Audubon Society

CREDIT CARD INFORMATION—COMPLETE BELOW:

Total Workshop/Class Fees:	_____
Membership:	_____
Grand Total:	_____

SIGN HERE X _____ NAME ON CARD _____

A signature is required for all credit card transactions. Unsigned forms will not be processed.

Card # _____ - _____ - _____ Expiration Date: _____

*Your credit card number will be separated from this form and destroyed once your registration is paid in full and complete.

Please Read: Important Registration Information

HOW TO REGISTER:

- Complete the Registration form, print clearly and submit with payment.
- Mail (preferred) or drop off at Atlanta Audubon Society's office (please see note on office hours below).
- We cannot accept reservations over the phone or online.
- Registration is accepted so long as seats are available.
- Spaces will be reserved with a registration form and payment.
- Your form and payment confirm your registration.

HOW TO PAY?

- Payment options:
 - CHECK (preferred method)—made payable to Atlanta Audubon Society
 - Mail or Drop off (please see note on office hours below).
 - CREDIT CARD
 - We only accept VISA and MasterCard
 - Registration forms must be signed for your registration to be processed.

OFFICE HOURS:

Atlanta Audubon is run by the dedication of its volunteers and a small PART-TIME staff; therefore, our office hours are limited.

- Please call in advance to check availability. Our office is normally open MONDAY through FRIDAY, 10AM to 4PM, but these hours can fluctuate. Call 678-973-2437 before stopping by the office.
- CLOSED SATURDAYS AND SUNDAYS

MAIL TO ATLANTA AUDUBON SOCIETY:

Registrations
Atlanta Audubon Society
4055 Roswell Road
Atlanta, GA 30342



How Will I Know I am Registered for the Workshop/Class?

You will receive an e-mail to confirm your registration. If you do not have email, we will call you. If the class is full, we will contact you about your willingness to be put on a "wait list."

www.atlantaaudubon.org

COURSE CHANGES, CANCELLATIONS, and TRANSFERS initiated by the STUDENT:

Course changes or cancellations **MUST** be confirmed by an AAS staff member at least three (3) business days (Mon-Fri 10am to 4pm) prior to the start of class.

- A PARTIAL REFUND is available up to three (3) business days before the first class.
- All student changes and cancellations will incur an administrative fee: \$10 for all classes that are \$80 or less and \$25 for all classes over \$80.
- No refunds, transfers or cancellations will be processed after a course has begun.
- In case of emergency, refunds may be available at the discretion of AAS staff with appropriate documentation.
- Memberships and donations are not refundable.

Initiated by ATLANTA AUDUBON SOCIETY:

Atlanta Audubon Society reserves the right to refuse registration and change or cancel any class as deemed necessary.

- Students will be notified in the event of a course change or cancellation three (3) business days before class or as soon as possible.
- Students will receive a full refund for cancelled classes.
- Any previously retained administrative fees are not available for a refund.

