



Davis  
Community  
Television

# Workshop Enrollment Form

Instructions:

1. Please print legibly.
2. Attendance of a **DCTV orientation** is required to enroll in a workshop (Exception: Kids Video Camp)

Name of Enrollee: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Workshop(s) Enrolling In:

Field (\$65)_____	Workshop Start Date:_____
Editing (\$80)_____	Workshop Start Date:_____
Studio Cameras (\$50)_____	Workshop Start Date:_____
Studio Control Room(\$50)_____	Workshop Start Date:_____
Spring Kids Mini-Video Camp, (\$50) _____	Workshop Start Date:_____

By signing below, I affirm that

- I have attended a DCTV Orientation (Exception: Kids Video Camp)
- I have read DCTV's "Workshop Brochure" and agree to DCTV workshop policies (summarized below)

I understand that my workshop fee is non-refundable and non-transferable if I do not attend the first session of a workshop. Refunds or transfers due to withdrawal from a workshop can only be arranged 3 *working days prior* to the first session of a workshop. Furthermore, if I am more than 20 minutes late to the first session of a workshop without providing reasonable prior notice, I understand that my place in the workshop may be given to a "stand-by" student, and I will not be able to attend this workshop if the workshop is full, since space is strictly limited. I understand that workshop refunds, if any, are processed and mailed at the end of each month.

I also understand that I must attend *all* scheduled sessions of a workshop. I may be dropped from the class if I miss any session.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you are younger than 18 years old, please indicate here ( ); you and a parent/guardian will be required to attend a parental conference with a DCTV staff person prior to the start of the workshop. A DCTV staff person will contact you to set up an appointment. This appointment is not necessary for Kids Video Camp enrollees.*

Printed Name of Parent if under 18 (signature above): \_\_\_\_\_

Staff Use Only

Transaction Date: \_\_\_\_\_

Workshop(s) Fee: \_\_\_\_\_ Invoice# \_\_\_\_\_ Cash /Check #/Credit Transaction #: \_\_\_\_\_ Staff: \_\_\_\_\_