

## Application procedures

To apply for the workshop(s) of your choice, please complete the application form and return it with the deposit specified for each workshop you're applying for. The deposit includes a nonrefundable registration fee.

There is no deadline for application. However, our workshops fill quickly and space is limited. To avoid disappointment, submit your application to Northwest Center for Photography (NCP) as soon as you can.

Your participation for the entire workshop is important. Please arrange to start and end the workshop with the group. If your current schedule does not allow this, we request that you participate at another time.

### Acceptance

Applications are accepted in the order received. Although your application and deposit will reserve a space in the workshop(s) of your choice, some workshops have photographic proficiency prerequisites, and you are not officially accepted until we review appropriate samples of your photography. Do not panic! For those workshops requiring a sample of your photography, simply submit 20 slides, unmounted prints, or a photo CD for viewing on a Mac.

This policy reflects NCP's sincere desire to maintain a consistent level of proficiency in each workshop. The portfolio review process also ensures that your choice of a workshop is a sound and prudent one. If we do not feel that your choice is appropriate, we will call you to discuss other workshop options consistent with your photographic skills.

Upon acceptance, we'll send you a letter providing detailed information about your workshop. If a workshop is already full when we get your application, we will offer you the opportunity to enroll in any other workshop that still has openings. Or, you may request to be placed on a waiting list. If you choose neither, your deposit will be returned to you in full.

NCP reserves the right to decline an application for any reason.

### Deposits and payments

Please make all payments in U.S. dollars, payable to Northwest Center for Photography, and mail it to:

NCP  
1028 SE Water Avenue, Suite 50  
Portland, OR 97214

### Tuition

Workshop fees cover tuition only. Tuition does not include transportation, lodging or meals unless stated in the workshop description. The balance of the fee for each workshop is due no later than 30 days before the first day of the workshop. If we do not receive your balance by that time, your space in the workshop could be forfeited, and your place may be filled with someone from the waiting list.

### Withdrawal, cancellation and refund policy

We rely on your attendance to make important arrangements. So if, for any reason, you need to withdraw, please notify us in writing per the withdrawal, cancellation and refund policy applicable to the workshop you were registered for.

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Once you're registered in a workshop, if for any reason you wish to transfer to a different workshop, please notify us at least 30 days before the first day of the workshop you wish to withdraw from. You must register and complete the new workshop within 12 months from the date your withdrawal is accepted. NCP reserves the right to allow or disallow any transfer. However, you can only transfer once and the transfer fee is \$30.

NCP is not responsible for a participant's cancellation due to a medical emergency, death in the family or acts of war.

In the event NCP cancels a workshop due to inadequate enrollment, all fees and deposits will be refunded in full; or if you prefer, they may be transferred to another workshop within 12 months. However, NCP is not responsible for reimbursement of non-refundable airline tickets in the event of a workshop cancellation. We strongly recommend you purchase travel insurance.

There are no exceptions to our withdrawal, cancellation and refund policy.

**[www.nwcenterforphotography.com](http://www.nwcenterforphotography.com)**



# Northwest Center for Photography

## Application

*Northwest Center for Photography  
workshops and programs*

Fax or mail your application (and portfolio, if required) to:

Northwest Center for Photography  
1028 SE Water Avenue, Suite 50  
Portland, OR 97214

(Phone: 503-384-2783)

Name \_\_\_\_\_  Male  Female

Permanent mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Bus. phone \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone \_\_\_\_\_

Occupation \_\_\_\_\_

Years in photography \_\_\_\_\_

Camera formats used \_\_\_\_\_

Workshop title and instructor \_\_\_\_\_ Dates \_\_\_\_\_

If this workshop is not available, I am also interested in the following: \_\_\_\_\_

Tuition \_\_\_\_\_

Other fees \_\_\_\_\_

Total \_\_\_\_\_

Balance due \_\_\_\_\_

I have read the terms which are applicable to my workshop concerning qualifications, payment, liability and cancellations, and I agree to the terms and conditions.

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