FRIENDS OF WELLESLEY COLLEGE BOTANIC GARDENS
SCIENCE CENTER, 106 CENTRAL STREET
WELLESLEY, MA 02481-8203

781-283-3094 **wcbgfriends@wellesley.edu**

PROGRAM AND CLASS INFORMATION

Advance Registration: Registration is accepted on a first-come, first-served basis upon receipt of payment. Register early to ensure your place in a desired class. A separate, fully-completed form must be submitted for each person registering for a program.

We regret that we cannot accept credit cards for program registration. We accept checks or money orders payable to WCBG Friends. We require separate checks for membership and program registration.

If registration numbers are insufficient, WCBG Friends reserves the right to cancel a program. In this case, a full refund will be issued.

Member Discount: Friends of Wellesley College Botanic Gardens members who maintain a gift level of $50 or above receive a discount on all programs, courses and trips sponsored by WCBG Friends.

Confirmations: If you require a confirmation, please supply us with an email address or contact the Friends office at 781-283-3094 ext. 4. Confirmations for program registrations are mailed only if the attendees require special instructions (for instance, materials lists).

Parking for Classes: During the academic year when the College is in session, parking on campus is restricted. Use of the Davis Parking Garage or car pooling from off campus is strongly encouraged. All other parking is restricted to Wellesley College's Gray Lot adjacent to the Science Center.

At the first session of your class, please stop at the Friends office for a parking pass which will identify your car to Campus Police. For directions to Wellesley College, go to http://www.wellesley.edu/wcbg/visit/directions

Weather Cancellations: In the event of program cancellations due to inclement weather, all registrants are contacted via email or phone.

Refund Policy: We regret that no refunds or credits can be given for class cancellations less than one week prior to the start of the class or for classes you have not attended. Special cancellation policies apply to overnight trips. Prior to the program's start date, registration fees are refundable less a processing fee as follows:

more than 30 days —	processing fee = the greater of $15 or 10% of program fee
30 to 8 days —	processing fee = the greater of $15 or 15% of program fee
7 days or less —	registrations non-refundable and non-exchangeable

REGISTER FOR ALL PROGRAMS

NAME: _____

ADDRESS: _____

_____

PHONE: Home:_____ Work/Cell: _____

EMAIL: _____

If applicable, Wellesley College Class _____ CBA student ? _____

____ I would like information on volunteering at WCBG Friends.

Mail this completed form and your payment to :

Friends of Wellesley College Botanic Gardens
106 Central Street, Wellesley, MA 02481-8203

COURSE REGISTRATION

SEE PROGRAM INFORMATION AND CANCELLATION POLICY

Course ID #	Class title	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check enclosed for PROGRAM TOTAL _____

SEPARATE CHECK FOR PROGRAM FEES

made payable to: **Friends of Wellesley College Botanic Gardens**

We cannot accept credit cards for course fees. Cash or checks only, please.

MEMBERSHIP IN WCBG FRIENDS

(Membership is valid for a full year.)

Membership Gift Payment Type (circle one):

CHECK or MASTERCARD VISA AMEX

Account number: _____

Exp. Date: Month:_____ Year:_____

MEMBERSHIP LEVELS	
Young Alum:	$15
Contributor:	$50
Sponsor:	$100
Donor:	$250
Supporter:	$500
Benefactor:	$1000
Patron:	$2500+

Or SEPARATE CHECK FOR MEMBERSHIP GIFT made payable to:

Friends of Wellesley College Botanic Gardens

My membership gift: $_____