



Highlands Regional Library Cooperative

Payment Form

Please **REGISTER** for all classes (either by phone or online) **BEFORE SENDING IN PAYMENT.**

Course Name: _____

Course Code: _____

Name: _____

Library: _____

Work Phone: _____

Home Phone: _____

Email: _____

Please enclose either:

- Purchase Order # _____
- Check # _____
for \$ _____

CANCELLATION POLICY: You may cancel up to ten days before a scheduled class without penalty and receive a credit for another class. If you cancel less than ten days before, you will be responsible for payment. Class payments are **NON-REFUNDABLE**. HRLC reserves the right to cancel any class that is less than 60% full within 4 business days of the class. If HRLC cancels a class, you will receive a credit toward another class.

Make checks payable and return to:

*Highlands Regional Library Cooperative
400 Morris Avenue, Suite 202
Denville NJ 07834*

Questions? 973-664-1776

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