

Process for registering and paying on the College of Piping website:

- Check the currency button in the top right-hand corner, if it doesn't show USD, click on the arrow to choose USD from the drop down list.
- Click on "add to cart" under the appropriate option logo to begin the registration and payment process. Please review this part carefully to make sure you choose the correct option.
- Fill out the registration information.
- To pay by credit card click on the "add to cart" button at the bottom of the page. Notify the credit card company that you are processing an overseas transaction.
- You may pay by check – the registration process is the same, but you need to choose the option "Check/Money Order" on the payment page. Please email Margaret Maxwell that this option has been chosen, so she will be able to send the appropriate invoice.
- You may also pay by Paypal – again, you will need to go through the registration process and select this option at the bottom of the page. Please email Margaret Maxwell to make sure that she can follow through and send the appropriate invoice.

Make sure that if you only do the deposit, you will need to complete the rest of the payment before the school begins.

Please note: the dollar price changes daily with the exchange rate.

The summer school will be offering private rooms on the following basis:

- Private rooms will be considered for occupancy as space is available; no guarantee will be made.
- Rooms will be assigned to the first to request a private room and subsequent registration.
- Room charge will be an additional \$100 due at **check-in**.
- The room will not be charged unless it is available and will not be reflected in the current room and board pricing.