

Workshop Refund Policy

Once a payment has been made and a confirmation email has been issued, a place in the workshop(s) will be reserved for the registrant. If a cancellation must be made the following applies –

If the cancellation is made one or more months prior to the date of the workshop a full refund will be made [via PayPal]. The registrant must contact the workshop chair to initiate the cancellation and refund.

If the cancellation is made less than one month prior to the date of the workshop then the participant must first seek a replacement from the wait list (by contacting the workshop chair). If there is no wait list the participant must find a replacement or forfeit the workshop fee.

Emergency cancellations will be handled at the discretion of the Workshop Chair.

Special Notes...

Prior to the workshop, please review the supply list and any correspondence you may have received regarding the workshop you have registered for. All the information about the workshops can be found on the society website under the Education Tab, Weekend Workshop.

Please note that if we do not have a minimum of 8 registrants for a workshop, the workshop will be cancelled.

Workshop Courtesies

Please...

- Arrive between 9:15 and 9:30 a.m. to help set up and get yourself set up and ready for class.
- Refrain from wearing any scented products like perfume, cologne/aftershave, scented hand creams, etc. as many people have sensitivities to these products (please save those for your date nights!).
- Always ask for permission from the instructor prior to taking photographs in class.
- In the classroom - cell phone ringers are to be turned off. If you must have your cell phone on please set it to vibrate mode.
- Give the instructor your undivided attention. Side conversations with your neighbours, while the instructor is speaking or demonstrating can be annoying and distracting to other participants.
- Most instructors encourage questions; help the instructor by staying on the subject.
- Assist with the take down at the end of the class

There are no shared registrations permitted. In fairness to the instructor it will be expected that all participants plan to attend the full workshop.