

Workshop Registration, Cancellation, and Refund Policy

Thank you for registering for this workshop. Because workshop seating is limited and preparation costs are incurred in advance, the following cancellation and refund policy applies to all registrations.

Participant Cancellation Policy

If you need to cancel your registration, the following terms apply:

30 or more days before the workshop

Participants may cancel and receive a **full refund minus a \$60 administrative fee**.

14–30 days before the workshop

Participants who cancel during this period will receive a **50% refund of the registration fee**.

7–14 days before the workshop

Refunds are not available. However, the registration fee may be applied as a **credit toward a future workshop**, valid for **12 months** from the original workshop date.

Less than 7 days before the workshop

Cancellations made within 7 days of the workshop are **not eligible for refunds or credits**.

No-shows

Participants who do not attend the workshop and have not cancelled in advance will **forfeit the full registration fee**.

All cancellation requests must be submitted **in writing (email is acceptable)** and are considered effective on the date they are received.

Registration Transfers

If you are unable to attend, you may **transfer your registration to another participant**.

- Transfer requests must be submitted **before the workshop date**.
- The **original registrant pays a \$60 administrative transfer fee**.
- The **new participant pays a \$60 processing/registration fee**.
- The transfer is not complete until both fees are paid and the new participant has completed all required registration information.

Credit for Future Workshops

If a credit is issued under this policy:

- Credits must be **used within 12 months** of the original workshop date.
- Credits may be applied to **any future workshop offered by the organizer**.
- Credits are **non-transferable once issued**.

Minimum Enrollment Requirement

Workshops require a **minimum of four (4) participants** to run.

If the minimum enrollment is not reached, the organizer reserves the right to **cancel or reschedule the workshop**. In this case, participants will be given the option to:

- Transfer their registration to a future workshop date, **or**
- Receive a **full refund of the registration fee**.

Participants will be notified of any cancellation due to minimum enrollment **at least 3 days prior to the workshop whenever possible**.

Workshop Cancellation by the Organizer

If the workshop must be cancelled or rescheduled for any reason by the organizer, participants may choose to:

- Transfer their registration to a future workshop date, or
- Receive a **full refund of the registration fee**.

Agreement to Policy

By registering for this workshop, participants acknowledge that they have **read, understood, and agreed to this cancellation, refund, and transfer policy**.