

# **SJCTG Workshop Policy**

## **Workshop Sign up Policy:**

1. Sign-ups for all workshops will require a non-refundable \$75 deposit; or the total cost of the workshop if less than \$75.
2. The workshop coordinator will send a reminder to the participants 30 days before the workshop with an estimated balance. At the discretion of the coordinator, the balance is due and payable at that time, or on the first day of the workshop.
3. If a student cancels before a 60-day period prior to the workshop, the student is not responsible for the full cost. Within 60 days of the workshop, the student is responsible for the full amount. A replacement will pay the cost or the balance directly to the person who has had to drop out, in the order in which they have cancelled whether it is before or after the 60-day period.
4. All cancellations are subject to forfeiture of the deposit unless the workshop is cancelled by the Guild or a replacement is found.
5. If the Guild has to cancel a workshop, all deposits will be refunded in full.

## **Workshop Wait List Policy:**

1. After the workshop capacity has been met, anyone may add his/her name to a wait list with a \$75 deposit.
2. Up to 60 days before the workshop, anyone on the wait list may remove their name from the list and receive a full refund of the deposit.
3. Within 60 days of the workshop, the wait listed person must accept an opening or forfeit their deposit unless a replacement is found.
4. If a person is not offered a place in the workshop, the deposit will be returned.

## **Workshop Fees:**

1. All workshops will be available to both members and non-members.
2. Non-members will be offered the workshop for \$20 more which will include a one-year membership in the Guild.