

SJCTG Workshop Policy

Workshop Sign up Policy:

1. Sign-ups for all workshops will require a non-refundable \$75 deposit. If the cost of the workshop is less than \$75, the deposit will be about half of the total.
2. The workshop coordinator will send a reminder to the participants 30 days before the workshop with an estimated balance. The balance will be due on the first day of the workshop.
3. If a student has to cancel 30 days or more before the workshop, the student will only be responsible for the deposit. Within 30 days of the workshop, the student will be responsible for the full amount unless a replacement is found.
4. 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 the appropriate deposit.
2. 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.