WORKSHOP POLICIES

Workshop Registration and Fee

Registration is required for all workshops and is on a first-come, first-served basis. The workshop fee is due at the time of registration and can be paid with PayPal, credit or debt card. We typically categorize our workshop costs into workshop fee and materials fee. In the event there is a materials fee to the participant the fee is due on the day of the class and is payable to the instructor. Our instructors prepare materials for our students that are carefully selected for the workshop projects; when materials fees are listed as a part of the workshop they are not optional and we cannot give credit for any materials participants may choose to bring with them.

Our instructors carefully plan their workshop curriculum. To limit disruption to the workshop we ask that participants plan to attend the entire workshop.

To be able to provide the highest quality instruction to the students registered in a workshop and to be fair to those on the wait list, PSBA will not allow wait listed students who show up the day a workshop begins to attend the workshop unless previous arrangements have been made with PSBA. **PSBA accepts no walk-ins to workshops; pre-registration is required. Questions on registration should be directed to the Program Volunteer or the Coordinator. Instructors should not be contacted about registration details.**
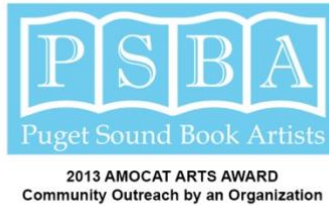
So that workshop instructors can prepare for the workshop registration closes when the workshop fills to capacity or 5 days prior to the date of the workshop (unless otherwise noted).

Refunds

We understand sometimes things come up that make it impossible for participants to attend a workshop. Because of the unique costs and obligations associated with bringing in instructors we have limitations on providing refunds. If the cancellation is received with **Advance Notice** (1 week prior to the Mini-workshop; four weeks prior to day/multi-day workshop) a full refund will be provided. In the event the cancellation is less than advance notice (less than 1 week prior to the mini-workshop; less than four weeks prior to day/multi-day workshop) we will issue a refund provided we are able to fill the spot. All refunds must be requested in writing (email to the workshop contact or coordinator).

Cancelation

Although we hate canceling workshops, it is sometimes necessary and unavoidable. In the rare event we have to make that difficult decision. Our priority will be to reschedule the workshop in a timely manner if possible. If a registered participant is unable to attend on the rescheduled date they will be offered a refund. Any openings in the workshop will next be offered to waitlist

and finally to membership. If we are unable to reschedule the workshop all registered attendees will be refunded for the workshop fee.

Waitlist

PSBA creates waitlists for all workshops that have reached their capacity of registered participants. Unless otherwise noted the waitlists are managed through the online registration process. If a space opens up in a waitlisted workshop, participants on the waitlist will be contacted both via email and phone; priority will be given to the first person signed up on the waitlist. Workshop registration remains open until it fills to capacity or 5 days prior to the date of the workshop. PSBA may contact waitlisted participants up to 5pm the day before a workshop, if the workshop is on a weekday, or 5pm on the Friday before a workshop, if the workshop is on the weekend. To be able to provide the highest quality instruction to the participants registered in a workshop and to be fair to those on the waitlist, PSBA will not allow waitlisted participants who show up the day a workshop begins to attend the workshop unless previous arrangements have been made with PSBA.

Waiver of Liability

All participants in PSBA workshop events are required to read and agree to a Waiver of Liability ("Hold Harmless") statement prior to the event. This ensures compliance with the legal requirements for the organization. The statement will either be a physical document or will be included in the on-line registration form.