



Workshop Registration/Cancellation Policy

Below are the general guidelines governing registration and cancellation for Bead Society events. Our workshops are dependent on having enough people to fill a class, so members must abide by this policy. If you have questions, please contact the Programs Chair.

Registration

Members will not be considered registered for a class until their registration is completed and **payment is made**. *Simply asking the program chair to hold a space on the list does not constitute a formal registration.*

All payments will be deposited when received. We do not hold checks.

Workshops are first made available to Bead Society members. However, if space permits, workshops will be opened to other bead societies and the general public.

Other bead society members and the general public are to abide by this policy as well.

Cancellation

Payments will be refunded in full if the class is cancelled / postponed by the SJBS. If a workshop is rescheduled, members who cannot attend on the rescheduled date will be given a full refund.

There is no penalty for cancellation up to **six weeks** before the scheduled class. Complete refunds will be given as long as members inform the program chair via email (programs@southjerseybeadsociety.org) of their wish to cancel up to six weeks prior to the workshop date.

There is no penalty for cancellation two weeks before a scheduled class **if** the class is filled and the space can be filled by someone on a waiting list.

If the workshop instructor requires **Homework** (project work that is required to be completed in advance of the workshop): There will be **no refunds** given once the homework instructions, kits, etc have been received by the participant.

Except in the above cases, there will be no refunds for workshop registrations from the Bead Society. A person who needs to cancel may send someone in their place to take the class, or they may sell their seat in the class to someone else. If they can't arrange this, the person will receive any class materials they would have been entitled to as a class participant.



Policy last revised: June 2016