

Workshop Policy

Payment must be made in advance with cash or check (made out to Carson Valley Quilt Guild) to secure a reservation in the workshop. To ensure fairness, the rule of “first come, first serve” will be used.

Cancellation and refund policy:

- **A person can cancel enrollment in a workshop up to 30 days prior to the class date without penalty.** The person must notify the National Teacher chairperson(s) that they are removing their name from the class sign-up list. The treasurer will then issue a refund check if the original payment has already cleared the bank account.
- **If a person cancels later than 30 days before the class and there is no waiting list,** the sign-up fee is forfeited. However, if the person can find someone to take their place, that substitute should directly reimburse the original person. The National Teacher chairperson(s) should be notified of the change.
- **If the person cancels for a class with a waiting list,** the chairperson will invite the next person on the waiting list to take the class. That new attendee will pay the class fee with cash or a check (made out to Carson Valley Quilt Guild) and the original attendee will receive reimbursement from the treasurer. If no one on the waiting list chooses to attend the class and it is past 30 days prior to the class, the person cancelling will not receive reimbursement of the class fee.

The guild member and non-guild member workshop fees will be stated in writing when the workshop is announced. The fee for non-guild attendees will be the member workshop fee plus an additional charge to be determined based on the teacher’s fee for that workshop.