

ELIQG WORKSHOP POLICY

ELIQG offers a wide variety of subjects to appeal to our membership. Bring lunch to all-day workshops; coffee/tea will be available. PLEASE ARRIVE ON TIME; TEACHERS CANNOT REPEAT FOR TARDY STUDENTS.

Fees for workshops are predicted on the various expenses incurred for each class. No profit is planned and expenses are anticipated to be met by each class. Classes may be opened to non-members if space is available for an additional \$10. Kit fees are payable to teachers, when applicable.

Classes are limited in size according to the teacher's request, so register early. FIRST COME, FIRST SERVED. The Guild reserves the right to cancel any workshop if the required registration is not obtained 3 weeks prior to scheduled date.

REGISTRATION: Your check is your registration and must be accompanied by a registration form for each workshop you wish to take. Material fees, if any, must be paid with the workshop fee.

No refunds will be made after the three week deadline unless the class is oversubscribed or cancelled. **If payment is not received by the General Meeting the month prior to the workshop, your name will be moved to the waiting list and your reservation will be given to the next person on this list.** Your registration is only for yourself and may not be transferred to anyone else; persons on a waiting list have priority to fill vacancies. If you cannot attend a class, even at the last minute, please call; someone on the waiting list may be able to take your place and in that case, your fee will be refunded.

These guidelines make things fair for all members who wish to participate in our popular workshops, so sign up early and remember to pay by the deadlines so you don't miss your opportunity to learn something new this year.