

# ELIQG WORKSHOP POLICY

ELIQG offers a wide variety of subjects to appeal to our membership. Bring lunch to all-day workshops. 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 one month prior to scheduled date.

**ELIQG is not responsible for participant workshop supply expenses if class is cancelled.**

## REGISTRATION:

- A registration form must be filled out for each workshop you wish to take, and be accompanied by your check, made out to ELIQG, or cash.
- Your registration is only for yourself and may not be transferred to anyone else by you; persons on the waiting list have priority to fill vacancies.
- 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 the list.
- No refunds will be made, except for the following:
  - Extenuating circumstances, with documentation, ie: court date, jury duty, hospital stay, family emergency...(class credit only).
  - If the class is oversubscribed or cancelled .
  - 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. In that case, your fee will be refunded.

These guidelines ensure fairness for all who wish to participate in our popular workshops. Sign up early and remember to pay by the deadlines so you don't miss your opportunity to participate.