

Below are the general guidelines governing registration and cancellation for SJBS National Instructor workshops. Our workshops are dependent on having enough people to meet the Instructor's class size parameters and cover costs as closely as possible, so compliance with this policy is necessary. If you have questions, please contact the Programs Chair. Thank you for your consideration.

Registration.

All classes and workshops require pre-registration in accordance with dates specified on the SJBS website for that session. Walk-ins and/or last-minute registrations cannot be permitted. Likewise, pre-registration will **close 7 days prior** to the start time of an in-person national instructor visit, and **14 days prior** to the the start time of an online national instructor class.

Registration is not confirmed until the **registration form is submitted and payment in full is received by SJBS**. When these criteria have been met, the registrant receives an email from SJBS confirming her/his registration.

Registration Fee Schedule.*

SJBS Members **Earlybird**: registration confirmation 6 weeks or more prior to the specified date.. **\$75**.
SJBS Member **Regular**: registration confirmation within 6 weeks of the specified date.. . . . **\$85**.
SJBS**Non-MemberRate**:**\$95**.

* Registration fees do not include supplies or kit prices.

Cancellation.

Payments will be refunded in full to confirmed registrants if a class is cancelled/postponed by SJBS. If a workshop is rescheduled, confirmed registrants who cannot attend on the rescheduled date will be offered a full refund *or* a credit that can be applied to a future class *or* a set of instructions for the workshop project, according to her/his preference.

There is no penalty for cancellation **up to 6 weeks prior to a scheduled *in-person* class**.

Cancellation must be requested in writing via email to the programs chair:
programs@southjerseybeadsociety.org

Confirmed registrants who cancel **up to 6 weeks prior to a scheduled *in-person* class** will be offered a full refund *or* a credit that can be applied to a future class *or* a set of instructions for the workshop project according to her/his preference.

Confirmed registrants who cancel **within 6 weeks prior to a scheduled *in-person* class** will be offered a full refund **only if the class is filled and her/his space can be filled by someone on a wait list**. If her/his space cannot be filled by someone else, a refund will not be issued, nor credit offered. Instead, a set of instructions for the workshop project will be provided.

There are *no cancellations* for online (e.g. Zoom) national instructor classes. A confirmed registrant unable to attend the online class will receive a set of instructions for the workshop, and the option of kit purchase, if applicable, directly from the instructor.

Except in the above cases, SJBS will issue no refunds for workshop registration cancellations.