

## SJBS Local Spotlight Workshop Registration/Cancellation Policy

Below are the general guidelines governing registration and cancellation for SJBS Local Spotlight 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 - email: [programs2@southjerseybeadsociety.org](mailto:programs2@southjerseybeadsociety.org)

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 cannot be permitted. Likewise, pre-registration will **close 7 days prior** to the start time of a local spotlight in-person session. And pre-registration will **close 14 days prior** to the start time of a local spotlight Zoom session.

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 Rate:** .. .. . \$55.

**SJBS Non-Member Rate:** .. .. . \$85.

\* Registration fees do not include supplies or kit prices.

### **Cancellation.**

Payments will be refunded in full to confirmed registrants if the class is cancelled/postponed by SJBS due to insufficient registrations or other reason(s).

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 4 weeks prior to the scheduled class**. Cancellation must be requested in writing via email to the programs chair: [programs2@southjerseybeadsociety.org](mailto:programs2@southjerseybeadsociety.org).

Confirmed registrants who must cancel **up to 4 weeks prior to the scheduled 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 must cancel **within 4 weeks prior to the scheduled 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.

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