

GAAQG Workshop Registration and Cancellation Policy

Workshop Registration

1. Online workshop registration is open to both guild members and nonmembers. A small fee is added to cover the workshop registration processing cost. Members must be in good standing (dues paid) at time of registration.
2. **Nonmembers** are welcome to take workshops. One of the GAAQG membership benefits is reduced workshop rates. Nonmembers pay an additional \$20 per workshop, which also entitles them to admission to the GAAQG meeting on Quilt Day in the same month as their registered workshop. Nonmembers can register for workshops when the online registration process opens to the public.
3. Confirmation of workshop registration will be sent via email (*preferred*) or regular mail from the VP Programs. You will also receive an emailed reminder with additional class details prior to the workshops.

Wait List

A wait list will be generated when the class is full. You will be notified via email or telephone if you are placed on a wait list.

If you're placed on the wait list and an opening becomes available, you will be contacted by the VP Programs. If no response is received within 24 hours, the next person on the list will be contacted.

Cancellations

1. If a member or nonmember is unable to attend a workshop after registering, please contact the VP Programs (programs@gaaqg.com).
2. Workshop registrations are fully refundable (less the processing fee) *if VP-Programs is notified at least 60 days prior to workshops*.
3. When cancellations occur less than 60 days prior to workshop, registration fees are not refundable except in emergencies (just cause).

4. Refunds will be issued if the VP Programs finds someone from the wait list who can take your spot.
5. If there's no wait list and members and nonmembers need to cancel a class, you have several options:
 - 1) transfer your registration to a different workshop in the same calendar year; OR
 - 2) find another guild member or nonmember to replace you; you must notify the VP Programs to arrange a transfer. Members are responsible for finding their replacements.

NOTE: Upon approval of the VP Programs, members who cancel workshops late in the year (Sept.-Nov. classes) can transfer to a class within the first six months of the following year.

6. Members may donate their workshop fee to members with financial hardships (word of mouth, not administered through guild).
7. No-shows will not be entitled to a refund.
8. If a workshop isn't available online, then the class is full. Please contact the VP Programs (programs@gaaqg.com) to be added to the waiting list.

Supply Lists

Supply lists are available on the website. If you wish to receive a mailed copy of the supply list, please include a SASE with your registration form addressed to the VP Programs.

GAAQG Workshop Cancellations and Questions

Should GAAQG need to cancel a class for any reason (severe weather, low attendance), a refund will be given.

If you have questions about a class or the registration procedure, please contact VP Programs (programs@gaaqg.com).