

GAAQG Workshop Registration and Cancellation Policy

Workshop Registration

1. Online workshop registration is open to both guild members and nonmembers. 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 \$15 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 automatically sent via email unless no email address is provided or regular mail from the Registrar. You will also receive an emailed reminder with additional class details and a Zoom link (if virtual) 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 are placed on the wait list and an opening becomes available, you will be contacted by the Registrar. If no response is received within 24 hours, the next person on the list will be contacted. The timeliness of notification of the class opening will depend on when cancellations are received by the Registrar.

Cancellations

1. If a member or nonmember is unable to attend a workshop after registering, please contact: programs@gaaqg.com.
2. Workshop registrations are fully refundable if the Registrar 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). A refund will be issued if the Registrar has someone on the wait list who can take your spot.

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Page 2 of 2

5. If there's no wait list and you need to cancel a class, you can find another guild member or nonmember to replace you. You must notify the Registrar to arrange a transfer. Members are responsible for finding their replacements.
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 programs@gaaqg.com to be added to the wait list.

Supply Lists

Supply lists are available on the website or by request to: programs@gaaqg.com. If you wish to receive a mailed copy of the supply list, please include a SASE with your paper registration form addressed to the Treasurer.

GAAQG Workshop Cancellations and Questions

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

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