



## Workshop Registration and Cancellation Policy

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*IMPORTANT: By registering for a workshop with the Greater Ann Arbor Quilt Guild, you agree that you have read, understand, and agree to the following Registration and Cancellation Policy.*

### **Fees**

Students pay tuition in full at registration. Online payment is secure and easy on the GAAQG website.

For payment questions, contact the Workshop Registrar at [workshopregistrar@gaaqg.com](mailto:workshopregistrar@gaaqg.com).

#### Members

GAAQG members receive a tuition discount as a benefit of membership.

#### Nonmembers

Nonmember tuition includes the admission fee to the workshop instructor's lecture on the corresponding guild Quilt Day meeting. Students attend this event live, either online or in person.

#### Kit fees

Instructors may require kits or provide optional kits at an additional cost. Kit fees and workshop supply lists are available in the class description on the GAAQG website.

Instructors are responsible for providing any kits they require and for determining the fee. Students are responsible for paying the kit fee directly to the instructor, unless stated otherwise. Kit fees are not discounted for guild members.

### **Registration**

Students register on the GAAQG website in advance of each workshop.

#### Members

Guild members have priority over nonmembers in registration.

Guild members must have an active (paid) membership at the time of registration.



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### Nonmembers

Nonmembers are welcome to attend GAAQG workshops. If spaces are available, registration opens to the public approximately six weeks before the workshop date.

### Waiting list

When a workshop is full, the Workshop Registrar maintains a waiting list for interested students.

If you see a workshop is full and want to be added to the waiting list, contact the [workshopregistrar@gaaqg.com](mailto:workshopregistrar@gaaqg.com).

When an opening becomes available, the Workshop Registrar contacts the first person on the waiting list. The student has 24 hours to respond before the next person on the list is notified of the opening.

Short-notice cancellations mean the Workshop Registrar may need to contact more than one person on the waiting list in 24 hours to fill the opening(s).

### Notifications

Registration confirmation is sent by automated email. Students who sign up using the paper registration form will be notified directly by the Workshop Registrar by email or phone.

Additional class details and a Zoom link (if virtual) are emailed to students prior to the workshop.

## **Student Cancellation/Refunds**

If you cannot attend a workshop after registration, please contact the Workshop Registrar in writing as soon as possible at [workshopregistrar@gaaqg.com](mailto:workshopregistrar@gaaqg.com).

You may sponsor another student by donating your workshop fee to them. Please notify the Workshop Registrar so the attendance list is accurate.

Students who are “no shows” on the day of the workshop will not be granted a refund.



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The workshop tuition fee is 100% refundable (minus applicable transaction fees) if you cancel at least 60 days prior to the workshop.

The tuition fee is not refundable if cancellation is less than 60 days prior to the workshop.

The exceptions to this policy are:

- 1) The Workshop Registrar has someone on the waiting list who can take your spot. Applicable transaction fees are subtracted from the refunded workshop tuition.
- 2) There is no waiting list, and you find another student to take your place. You must notify the Workshop Registrar for the attendance list to be accurate.

### Kit fees

Kit fees are paid directly to the instructor for an in-person workshop and refunds are at their discretion.

For virtual workshops, kit fees are paid to the guild and are nonrefundable.

### **Supply Lists**

Supply lists are available on the website or by request from the Workshop Registrar at [workshopregistrar@gaaqg.com](mailto:workshopregistrar@gaaqg.com).

### **GAAQG Workshop Cancellations**

Should GAAQG need to cancel a workshop for any reason, a 100% refund will be given. Examples are extreme weather, below minimum workshop registration, public health emergency, or unexpected instructor unavailability.

GAAQG cannot be responsible for student travel costs associated with a workshop cancellation.



### **Questions**

If you have questions about a workshop or registration, please contact the Workshop Registrar at [workshopregistrar@gaaqg.com](mailto:workshopregistrar@gaaqg.com).

### **COVID Policy**

GAAQG hosts workshops by Zoom or in person at the Washtenaw Community College campus. Due to the variable severity of COVID in the community, GAAQG follows the [WCC COVID Policy](#) for guild in-person workshops.

Instructors reserve the right to mandate mask wearing in the workshop.

GAAQG encourages all students to maintain healthy habits that stop the spread of any virus — handwashing, covering your cough or sneeze, not touching your face, and, most importantly, staying home when you are sick, even if fully vaccinated.