

## **TERMS AND CONDITIONS OF REGISTRATION AND PAYMENT**

### **Registration:**

Registration is offered to KAC members before it is available to the general public.

Registrations are limited and are accepted on a first-come, first-served basis.

Register on line or by contacting the program coordinator.

Your registration is confirmed once payment is received. Please supply your own art materials and easel.

### **Payment:**

Fees for studios, classes and workshops must be paid in full at the time of registration.

A workshop fee in excess of \$200.00 may be paid in two payments: an initial deposit of \$100.00 at the time of registration accompanied by a post-dated cheque dated six weeks prior to the start of the workshop.

Non-members pay an additional \$20.00 per registration for studios, classes and workshops.

Fees are to be paid by cheque, made payable to the Kanata Art Club and mailed to the program coordinator.

### **Withdrawals and Refunds:**

- A full refund will be provided for a **studio withdrawal** if a written request is received 2 days prior to the start date.
- A refund less a \$25.00 administrative fee will be provided for a **class withdrawal** if a written request is received 2 days prior to the start date.
- A refund less a \$25.00 administrative fee will be provided for a **workshop withdrawal** if a written request is received 30 days prior to the start date.
- A refund less a \$25.00 administrative fee will only be issued after the withdrawal date for a class or workshop, if the spot can be filled from a wait list.

### **Cancellations:**

Studios, courses, and workshops with insufficient registration will be cancelled. Registrants will receive a full refund.