

BOOK ARTS WORKSHOP SIGNUP & REFUND POLICY

Last updated February 9, 2024 MPT

Workshop Registration

- All workshop registration is handled online via UMarket. Materials fees are included in total workshop amount.
- In order to register, 50% of the total workshop fee is required and is held as a *non-refundable deposit*. A participant is not registered until deposit is received.
 - The exception being workshops and courses which are offered through Lifelong Learning or in partnership with another organization. In these cases, registration and payment are handled per their own policies.
- The remaining half of the workshop fee is due at the start of the first day of the workshop and can be paid by check (made out the Book Arts Program) or credit card (preferred). We are unable to accept cash.

Credit & Refunds

- Deposits for workshops are non-refundable.
 - If a registered participant notifies the program of non-attendance thirty days or more in advance of the workshop date, the participant's deposit will be credited toward a future workshop.
 - If a registered participant notifies the program of non-attendance less than thirty days in advance, the participant will receive program credit IF the program is able to fill the spot with an alternate (paid) attendee.
 - This case only applies if the workshop is full.
 - Workshop seats are transferrable.
 - Last minute personal emergencies that interfere with a participant's ability to attend will be evaluated for deposit credit or refund on a case-by-case basis by the BAP Director.
 - **This is the only instance where a refund will be an option for a workshop deposit.**
- Deposits for BAP semester and multi-session courses (when the BAP handles registration) are refundable up until two weeks prior to the beginning of class.
 - After the beginning of multi-session and semester-length courses, the refunds for withdrawal for extenuating circumstances are at the discretion of the BAP Director. In this case, if the withdrawal is before the university tuition deadline, credit for ½ the class fees will be refunded. If withdrawal occurs after the tuition deadline, no credit or refund will be given.
- **Credit options may be exercised only once in a twelve-month period.**
- Credit acquired by a participant as a result of non-attendance at a workshop or class must be used within one year from the date of the workshop for which the fees were *originally* paid. **After one year's time, the credit will be forfeited.**
- Credit may be transferred to another attendee by the original registrant if desired, but notification must be sent in advance.
- **This credit and refund policy applies to all participants, volunteers, and staff with no exceptions.**