

WOWS workshop cancellation policy

As a non-profit organization, our sole purpose in conducting a workshop is to educate and promote fellowship among our members. We understand that last minute emergencies or conflicts sometimes emerge that are totally out of our control, and we certainly would like to accommodate these situations to the best of our ability. However, conducting a workshop involves committed expenses on our part, such as reserving a workshop site or purchasing air-tickets for the artist in advance. We cannot operate if we allow refunding fees to create a financial disadvantage as a result of conducting a workshop. Therefore, we must strictly adhere to the following rules.

Deposit – All workshop deposits are non-refundable, regardless of the time of the cancellation. The purpose of the deposit is to fund the operations necessary to initiate the workshop, such as mailing, placing a deposit for a workshop site, etc which are, in general, non-refundable themselves. The other reason it is non-refundable is to ensure the commitment of the registrants to the workshop.

Balance- The term “balance” is used here to denote the remaining part of the workshop fee required in addition to the deposit. For cancellations 60 days or more prior to the workshop start date, the full balance will be refunded immediately after the cancellation. For cancellations less than 60 days before the first day of workshop, refunds are contingent on funds available after the workshop. Refunds for cancellations during this period may range from zero to the full balance.

In the event the workshop is cancelled by WOWS or the workshop instructor, the total payment, including the deposit, will be refunded.

For any questions regarding cancellation policy, please contact the workshop chair, Yuki Hall, (937) 426 7229, yukihall@woh.rr.com.