

## **MWPA WORKSHOP POLICIES**

### **PAYMENT**

The MWPA is not able to accept installment payments. Workshop space will not be reserved until we receive full payment. If an agency, business, school, or other organization is paying student fees, payment is still due at the time of registration. Purchase orders or intent to pay are not accepted. The MWPA accepts checks, money orders, cash, and Visa or MasterCard through our PayPal account, printed registration forms, or over the phone. If you would prefer to pay with American Express or Discover, payment can be made through our PayPal account. If you are unfamiliar with PayPal, we will be happy to assist you. A \$25 fee is assessed for bad checks.

### **CANCELLATION REFUNDS**

A nonrefundable fee of 25% of the workshop cost is included in each registration. Partial refunds (75% of the workshop fee) will be granted for cancellations made at least 72 hours before the workshop or the first meeting of a workshop series. Cancellations made less than 72 hours in advance cannot be refunded, but 50% of the workshop fee may be credited toward future MWPA programming. We cannot refund participants for missed workshops.

### **WORKSHOP CANCELLATION**

Workshops that do not meet a minimum enrollment may be canceled up to two business days (48 hours) prior to the first class meeting. If a workshop is canceled by the MWPA for any reason, all registrants will receive a full refund.

### **BAD WEATHER POLICY**

Weather-related cancellations are extremely rare. Call 207-450-1225 to check on the status of your workshop if you are concerned about inclement weather. If a workshop is canceled for weather-related reasons, the MWPA will announce the cancellation as soon as possible, the workshop will be rescheduled, and all registrants will be notified of the new date. If a registrant cannot attend the rescheduled workshop due to scheduling conflicts, the registrant will receive a full refund.

### **WORKSHOP ACCEPTANCE**

The MWPA reserves the right to refuse a registration for any reason.

### **ACCEPTANCE OF TERMS & CONDITIONS**

Registration in any MWPA workshop, program, or event constitutes your agreement to these terms and conditions.