

WORKSHOP REGISTRATION & PAYMENT POLICIES

Following are the policies for The Grove's public workshops. Please read carefully. If you have questions or need further assistance, please contact Leah Anne Whitson: leah_anne_whitson@thegrove.com, 415.561.6130.

REGISTRATION FEES

Full payment is required at time of registration. Your seat in the workshop is not confirmed until full payment has been received.

Credit card payments at the time of registration are preferred; an invoice will be emailed which will include links to various payment options. Fees may be paid by credit card (American Express, MasterCard or Visa), or PayPal. If you need to pay by P.O. or check please contact us to set up payment arrangements.

We require a nonrefundable 10% deposit at the time of registration in order to hold your place. The remainder of the registration fee is due within 30 days.

CANCELLATIONS OR TRANSFERS

We understand that schedules change. You may transfer your registration to a colleague or friend at any time for no charge, as long as they attend the same workshop you were registered for. We offer the option of a 'one-time only' transfer to another workshop. You may also cancel your registration. **Cancellations and transfers are subject to the stipulations detailed below.**

CANCELLATION POLICY

31 days or more prior to workshop start date	90% Refund
30 days or less prior to workshop start date	No Refund

TRANSFER POLICY

If your schedule changes 31 or more days before the workshop and you prefer an alternate date, we would be happy to transfer your registration to another workshop at a \$100 charge.

Please note this transfer is a one-time-only option, in addition, once you transfer to another workshop, you cannot cancel and receive a refund.

31 days or more prior to workshop start date – transfer to another workshop	\$100 Transfer Charge
30 days or fewer prior to workshop start date – transfer to another workshop	Not Allowed

* NOTE:

At any time you may transfer your registration to a colleague or friend for the same workshop on the same date at no cost as long as we are notified of the change.