

## **WORKSHOP POLICY**

Open seating for workshop will be announced by posting on the CCAL website and notification via email to members before the workshop with a specified number of seats available. Enrollment for workshops will be open exclusively to members for a two-week period from announcement and a \$50 deposit will be required to hold a seat. At the end of the two-week period, any vacant seats will be open to the general public and will also require a \$50 deposit to hold a seat. A wait-list will be created for those wishing to attend the workshop after all seats are filled. No deposit is required to be on the wait-list. The \$50 deposit will only be refunded if the workshop is sold out and the vacant seat is filled. This policy can only be overridden by a majority vote of the Board for cases of extenuating circumstances. All refunds will be issued less any applicable payment processing fees (e.g., PayPal fees).

Adopted: November 13, 2023