

NWIWS Watercolors Workshops General Registration Policies

- Registrations are accepted strictly on a first-come, first registered basis. Your place in the workshop will be reserved when we receive payment in full.
- If your check is returned or your credit card is declined, your registration will be voided.
- Our classes are open to adult ages 18 years old and up, unless otherwise noted in the class description.
- Unacceptable Behavior: Northeast Wisconsin Watercolor Society reserves the right to refuse registrations from participants who have a history of disruptive behavior or to dismiss any student without refund who disrupts our learning environment.

CORRESPONDENCE

- All registration confirmations and supply lists will be sent via email when an email address is provided.
- Please contact chair@newiswatercolors.com to update your contact information.
- For most workshops, you will receive a list of required and optional supplies when you receive your registration confirmation notice.

PAYMENTS & FEES

- Full payment is due at the time of workshop registration unless otherwise indicated.
- Northeast Wisconsin Watercolor Society accepts personal checks, bank checks, traveler's checks, money orders or cash.

CANCELLING A WORKSHOP REGISTRATION

- While we understand that circumstances can arise causing a change in your plans, we must adhere to a business policy. If you need to cancel your registration, NWWS must be notified by email, and the following policies apply:
- 14 days or more prior to a workshop: Full refund of tuition, less a \$50 processing fee.
- 13 days or less prior to a workshop: No refunds. Any exceptions to the rules must be appealed to the board.
- Registrations are transferable to another person (this is your responsibility).

WAITING LISTS

- When a workshop fills, we start a waiting list. There is no charge to be on the waiting list. If space becomes available we contact the first person on the list. That person has 24 hours to register before we move on to the next person.