

# Workshop Policy

## 1. Booking Workshops

- Full payment is required to secure the booking and a place in a workshop.
- Payment can be by Square or by direct deposit.
- Places are allocated to a workshop in the order of receipt of payment.

## 2. Photos taken during the workshop

- Workshop participants may photograph their own work and experience.
- Permission is needed if photographs will include other workshop participants and/or their work.
  
- I will be requesting permission to take photographs of classes to use for promotion on my website and on social media. Please let me know if you do not wish to be photographed. This completely OK.

## 3. Materials given out during a Workshop

- All written notes given out during a workshop are intended for personal and private use by the student, and are copyrighted to me.
- Permission must be sought from me, if a student wants to use them in any other way.

## 4. Maximum and Minimum Workshop Numbers

- **Workshop numbers are limited to 6 participants** to maximise my ability to give personal attention, and to best utilise the space available in my studio.
- **Minimum numbers are 3 participants.** Any less and the workshop is cancelled.
- Private tuition can be arranged for individuals and groups, or if a workshop is cancelled because of insufficient numbers.

## 5. Refund Policy

- Cancellation by a student, 4 or more weeks in advance – a full refund is given.
- Cancellation by a student 1-3 weeks before a booked workshop will be refunded 50% of the full workshop cost already paid.
- Cancellation by a student within 7 days of a booked workshop date is non-refundable.
  
- **Cancelations Made By Me.** If I cancel a workshop because of insufficient numbers, or because of unforeseen circumstances (such as sickness) -
  - A full refund is given
  - The option to reschedule is offered

## 6. Lost property and injury

- No responsibility will be taken for any personal property left at the facility.
- No liability for any personal injury will be accepted, unless caused through negligence on the part of the tutor.