

The Half Dozen Group of Artists Inc. CANCELLATION POLICY



HDG-Artists Workshops Terms and Conditions

For the terms of this policy, “workshop” refers to tutored workshops other than a regular weekly scheduled workshop.

RESCHEDULING OF WORKSHOP

1. Workshops may be cancelled or rescheduled by HDG-Artists due to undersubscription 7 days prior to the advertised date.
2. Workshops may be cancelled or rescheduled within 7 days of the advertised date by HDG-Artists due to tutor cancellation (e.g. illness or accident) or inclement weather with no alternative location availability.

PAYMENTS

3. Payments received for workshops that are cancelled by HDG-Artists due to undersubscription, tutor cancellation (e.g. due to illness or accident) or inclement weather with no alternative location availability, will be refunded in full as per schedule 7.
4. Where a workshop has been re-scheduled by HDG-Artists, any payments may be refunded according to the conditions in Schedule 6 for the new date. Any previous unpaid registrations will be given priority in booking for the rescheduled workshop.
5. Workshops fees are payable at time of registration. A credit may be applied to any outstanding invoices according to schedule 6 at the discretion of the convenor.
6. Withdrawal of registration prior to a workshop or non-attendance of a registrant will be refunded or credited, according to the following schedule.
 - a. Withdrawal more than 14 days prior to the advertised date of workshop
 - i. Payments will be refunded in full (less any applicable merchant fees paid by the client)
 - ii. the position in the workshop considered vacant
 - b. Withdrawal between 7 days and 13 days prior to the advertised date of the workshop
 - i. Payments will be refunded at 50% (less any applicable merchant fees paid by the client)
 - c. Withdrawal less than 7 days prior to the advertised date of the workshop – for reasons other than illness or at the discretion of the convenor
 - i. Payments will be refunded at 25% (less any applicable merchant fees paid by the client)
 - d. Withdrawal less than 7 days prior to the advertised date of the workshop (other than regular weekly scheduled workshops) for reasons of illness provided in writing prior to and including the advertised workshop date and at the discretion of the convenor
 - i. Payments will be converted to a credit of 50% (less any applicable merchant fees paid by the client) valid for up to 12 months towards any workshop (other than regular weekly scheduled workshops) within that period
7. Any refunds applicable under this policy (less any applicable merchant fees paid by the client) will be paid upon receipt of bank details (within 30 days of the advertised workshop date) by the treasurer (hdg.treasurer@gmail.com or by mail to HDGA, PO Box 303, Corinda 4075) for direct transfer of funds, or else the equivalent credit will be valid for up to 12 months towards any workshop (other than regular weekly workshops) within that period.