

## **Policies – Art Makers Denver (AMD)**

### Workshop Choice

If you are only interested in a specific workshop/instructor and do not want to choose alternate choices, you may register for those workshops on-line, if they are available. Since space is limited in each workshop, placement will be determined solely on the order in which your on-line registration was processed. In the event your specific workshop choice(s) is cancelled and you have not chosen a 2<sup>nd</sup> option, you will receive a full refund.

\*Please note that If the workshop(s) you have chosen are filled, our on-line registration system will not allow you to choose that workshop.

### 2<sup>nd</sup> Workshop Choice Discounts

AMD is offering discounts for choosing 2<sup>nd</sup> options for one, two and three-day workshop choices. In the event that both your 1<sup>st</sup> and 2<sup>nd</sup> workshop choices are canceled due to instructor issues, or are experiencing low attendance rates, we will contact you to discuss other options. Should you have questions or need more information, please contact us at [info@artmakersdenver.com](mailto:info@artmakersdenver.com). Your discounts will automatically be calculated at time of registration completion.

### Class Changes

Prior to July 15, 2017 any class change requests must be made in writing and will incur a \$25 processing/change fee per class. **NO class changes will be permitted after July 15, 2017 – NO EXCEPTIONS!**

### Cancellations

If you find that you need to cancel your enrollment, please contact us directly at [info@artmakersdenver.com](mailto:info@artmakersdenver.com) or call 303-263-6963.

Prior to July 15, 2017 any cancellation requests must be made in writing and will be charged a \$50 cancellation fee. Any initial payments (less the cancellation fee) will be reimbursed within 30 days of cancellation request. You may NOT sell or transfer a class directly to someone else prior to July 15, 2017.

### Refunds

**Absolutely NO refunds after July 15, 2017 – NO EXCEPTIONS!**

### Transferring or Selling of Classes

In the event that you must cancel your enrollment after July 15, 2017, you may sell your class(es), but you MUST notify AMD in order for us to maintain the class rosters at [info@artmakersdenver.com](mailto:info@artmakersdenver.com).

AMD reserves the right to cancel any class that has not attained the minimum number of participants dictated by the individual instructors (please see class minimums and maximums noted at the bottom of each workshop). You will be contacted by email and may choose another class or opt for a refund, **IF prior to July 15, 2017.**

### Event Cancellation or Postponement

In case of unforeseen circumstances, Art Makers Denver reserves the right to cancel or postpone this event. Should this occur, all registrants will be contacted and payments will either be returned or applied to the new event date. If postponement occurs, registrants will have the option of a full refund or applying their payment to the new event date.

### Communication

All communications will be by email. Please continue to check your emails regularly for any changes and/or updates to the workshop schedules. From time to time, it may be necessary to mail information directly to you via USPS, so it is imperative to maintain an updated physical and on-line address with us.