

**COLORADO NATIVE PLANT SOCIETY'S WORKSHOP, FIELD SEMINAR, AND
WEBINAR PAYMENT AND CANCELLATION POLICIES**

1. Since most CoNPS workshops, field seminars, and webinars have limited enrollment, your reservation is not guaranteed until CoNPS receives your payment. Spaces will be filled on a first-come, first-paid basis.
2. If you cancel your registration up to one week prior to the scheduled date of the event, you will receive a full refund.
3. If CoNPS cancels a workshop, field seminar, or webinar (due to inclement weather, etc.), full refunds will be given, and all registrants will be notified by phone or email prior to the event.
4. If CoNPS needs to change the event format (i.e. from an in-person workshop to online), CoNPS will provide refunds for existing registrants who cancel their registration within one week after CONPS notifies the registrants of the change. So, if CoNPS needs to change the format of an event less than a week before the event, registrants who do not attend the event can request a refund even after the event, as long as it's within one week of CoNPS' notification.

(Revised March 20, 2020)