

## Workshop Payment and Cancellation Policies (December 11, 2015)

These Policies must be put into every workshop event listing using “required waiver terms”.

1. Since most CoNPS workshops 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 a reservation more than one week from the event, you will receive a full refund.
3. If you cancel a reservation less than one week from the event, a full refund will be given only if your space is filled by another attendee.
4. Workshops may be canceled if there are fewer than ten people attending. Full refunds will be made if an event is canceled by CoNPS.