

## **TFAM Workshop Registration Cancellation Policy:**

- In the event that there is a student who needs to cancel their reservation within 7 days of the start of the class and there is a waiting list with a person who can take their spot, their full payment will be reimbursed. Any student cancelling within 7 days, has the option to provide the name of a replacement student if there is no waiting list.
- If a student needs to cancel their reservation, the total amount of the fee will be reimbursed up to a week before the start of the class.
- If a student needs to cancel less than 7 days before the start of the class, 50% of their fee will be reimbursed.
- In the event that a minimum number of students has been set for the class and this minimum is not met, the class may be cancelled or postponed. A class may not be cancelled or postponed within 7 days of the start of the class for this reason. Fees will be returned to the registered students for cancelled workshops and offered back for postponed workshops.