



## Oakville Quilters' Guild Workshop Policy

One of the objectives of the Oakville Quilters' Guild (OQG) is to encourage quilt education. With this goal in mind the Workshop committee organizes workshops based on guild members interests and/or availability of instructors.

This document will clarify how OQG runs workshops.

### Policy

- Workshops are first open to guild members followed by non-guild members.
- In order to guarantee your spot, workshop fees are required at time of registration.
- A premium may be charged to non-members.
- Workshop location is determined by availability of facilities.
- Commitment to workshops is at time of payment; therefore, we are unable to offer a refund should you choose to cancel.
- You may transfer your registration to another person but not to another workshop at your discretion.
- Should OQG cancel the class, due to unforeseen circumstances, your fees will be refunded in full.
- OQG cancellation date will be two weeks prior to the workshop date.

### Approved by

Oakville Quilt Guild Executive

Created August 2017

Reviewed August 2018

Revised September 2024