WORKSHOP & RETREAT CANCELLATION POLICIES

WORKSHOP CANCELLATION POLICY FOR NO WAITLIST

Workshop fees are non-refundable unless under the following circumstance: • A 50% refund for all workshops will be issued provided the Program Chair is notified in writing at least one week prior to the day of the event.

Optionally, you may find your own replacement and notify the Program Chair about this change; all financial arrangements are between you and your replacement; DQN will not be issuing a refund. The Program Chair and Treasurer must be notified of this substitution for accuracy of attendance verification.

Exceptions will be reviewed by the Executive Board (and must be submitted in writing) to the DQN Treasurer no later than 15 days after the close of the workshop.

Please refer to the waitlist policy below which will be utilized when the workshop has sold out and a waitlist created.

RETREAT CANCELLATION POLICY

Definitions:
Registration Fee – the non-refundable fee to confirm your registration
Retreat Fee – the fee to attend the Retreat

In the unfortunate event that you must cancel your Retreat registration, the refund policy is defined below:

- Retreat registration requires a non-refundable Registration Fee to confirm your space. • Payment in full (the Registration Fee + the Retreat Fee) must be made by the registration deadline.
- Reimbursement of the Retreat Fee will be issued to anyone prior to the Retreat reservation deadline. The Registration Fee is non-refundable.
- Cancellations received after the registration deadline but more than 31 days prior to the Retreat start date, will be reimbursed at 50% of the Retreat Fee.
- Retreat Fees for cancellations less than 30 days prior to the Retreat start date are non refundable.
- All cancellation requests must be made in writing (preferably by email) to the DQN Treasurer.
- Optionally, if you need to cancel at any point after registering for the Retreat, you may find your own replacement and notify the Treasurer about this change. If this occurs before the balance due has been paid, the Treasurer will substitute your replacement for your name and expect her/him to pay the balance due directly to DQN. If all fees have been paid to DQN at the time of the substitution, it is your responsibility to work out all financial arrangements between yourself and your substitute. • The Registration Fee is not refundable under any circumstances

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- Class fees (when classes are offered) at the Retreat are non-refundable but are transferable.
- Exceptions will be reviewed by the Executive Board (and must be submitted in writing) to the DQN Treasurer no later than 15 days after the close of the Retreat.

Please refer to the waitlist policy below which will be utilized when the Retreat has sold out and a waitlist created.

DQN-HOSTED SPECIAL EVENTS, E.G., BUS TRIPS, SEW DAYS, RENTAL TABLES

There will be no refunds for any of these events. If you are unable to attend, you may find a substitute and work out any financial agreements directly with your replacement. In such cases, the Treasurer must be notified of this substitution for accuracy of attendance verification.

Please refer to the waitlist policy below which will be utilized when any of these events has sold out and a waitlist created. Please note the exception allowing you to find your own replacement described in the Retreat Cancellation Policy above.

:**Waitlist Procedure**

- If a waitlist is available for any of the following: Workshop, Retreat, Hosted Special Event, the cancellation will be filled from the waitlist in chronological order. Once the Treasurer confirms that payment has been received from the waitlist substitute, reimbursement will be issued to the original registrant for the applicable fees, i.e, full refund for any Workshop, refund of the Retreat Fee, Hosted Special Event and any other fees.
- If the Treasurer verifies that the waitlist has been exhausted or there was no waitlist for the Workshop, Retreat, Hosted Special Event or other applicable event, the registrant may opt to find a substitute to take your place. Your replacement will reimburse you directly for all applicable fees. When a replacement has been confirmed, it is the responsibility of the original registrant to notify the Treasurer and Program Chair (for workshops) of this substitution for accuracy of attendance verification.

The Executive Board reserves the right to consider special circumstances.