

Calligraphic Arts Guild of Toronto (CAGT) Programming Policy

Programming

All classes and workshops will be open to Guild members and Friends of the CAGT at least 14 days prior to becoming available to the public. Registration is on a first-come basis.

Where a class/workshop has reached capacity, a waiting list may be kept by the Programming Coordinator. Openings would be filled in order of the expression of interest.

No make-up classes will be offered for a student unable to attend a program. Any additional material supplies, fees (if required) or a supply list will be indicated with program information.

Programming information and registration inquiries to the Programming Coordinator at programs@calligraphicartstoronto.ca.

Program Payment

Students pay the full amount (no deposits) of a class or workshop when registering on-line, in-person through the Programming Coordinator, or by mail or ticketing agency (if applicable). Registration location(s) will be indicated on the registration form.

Payment Methods

Cheque and/or cash and/or e-transfer and/or a ticketing agency (if applicable) is accepted by the Guild. Cheques are made payable to the "Calligraphic Arts Guild of Toronto". Receipts will be provided if requested by the registrant.

The E-transfer email address is calligraphicartstoronto@gmail.com. Registrants provide the security question and answer on the registration form. The Guild Treasurer and the Program Coordinator will ensure the appropriate payment is received then confirmed.

Returned (NSF) Cheques

A fee of \$30 will be applied to NSF cheques.

Program Cancellation

All classes and workshops are subject to sufficient registration. The Guild reserves the right to cancel or postpone a class or workshop 14 days prior to the course date. The registrant will be notified at that time and a full refund will be issued in the event of a cancellation. If a student withdraws up to 14 days prior to the course starting date, the class or workshop fee will be refunded, minus a \$25 service fee. There is no refund after that date.

Weather Cancellation

Visit the NPCC website www.neilsonparkcreativecentre.com to confirm if classes, workshops or events are running in the event of inclement weather. Students will **not be contacted** when Neilson Park Creative Centre is closed due to weather. The instructor may elect to contact students. A make-up arrangement will be made at that time with respective parties.

Safe Learning Environment

CAGT programs, in keeping with NPCC policies, aim to provide for a safe, positive and welcoming learning environment. Students and Instructors are to respect the care and maintenance policies of studio facilities.