

Portland Society for Calligraphy

WORKSHOP POLICIES

Enrollment Confirmation: After the minimum number of registrations have been received you will be notified whether you have a spot in the workshop. Priority is given to members in good standing at the opening of the registration period for the first seven days from that date. A PSC member in good standing is defined as a member who has paid dues at least 30 days prior to the opening date of workshop registration. If the workshop reaches the maximum number of participants, a wait list will be kept. A supply list, directions to the workshop, and workshop guidelines and sign up information for volunteer jobs will be sent along with confirmation via email. Scholarship applications can be found by clicking on the Workshops tab on the workshop page of our website.

Cancellation Policy: If a student needs to cancel their enrollment in the workshop a 50% refund will be given. The costs and effort in running a workshop include payment of the instructor, travel costs, rental of venue, and supplies for the workshop, and many volunteer hours of many people. 50% of the tuition helps cover these costs and allows the workshop to be held even if there are fewer participants due to cancellations. If you are able to find someone at the skill level appropriate to the workshop to take your place, you will receive a 100% refund with the approval of the chair. 100% refund will be given after the workshop takes place if the cancelled spot can be filled from the wait list.