



PORTLAND SOCIETY FOR CALLIGRAPHY

Workshop Policy

This workshop policy does not apply to the annual Menucha retreat

Registration

The workshop chair or the chair's delegate shall take registrations, answer questions and take responsibility for the management of the workshop.

Registration is conducted online, and will begin on the date specified in the workshop announcement, continuing until the maximum number of participants is reached. Shortly following registration for a workshop, and in no more than 5 days thereafter, students will be notified if admitted or not. All who register at any time on the opening day of registration will be treated equally for purposes of possible admission.

Those who are not admitted to the workshop or placed on a waiting list will have their fee refunded promptly. The Workshop Chair shall determine the prudent size of a wait list on a case by case basis. If a registered student drops off the wait list, the next person on the wait list will be emailed, and can then join the workshop by paying the registration fee.

In the event registrations on the first day of registration exceed the maximum number of participants, a lottery will be held. The Workshop Chair and at least one member of the executive committee will be present at the lottery.

An additional charge is added to the workshop tuition for non-members of PSC, which will cover membership for the balance of the calendar year. The membership chair will send a welcome packet and information about PSC. New members are encouraged to fill out the online membership form, along with the registration form for the workshop.

PSC has some scholarship funds available. The Scholarship Policy and scholarship application are under the Workshop tab on the workshop page of the PSC website. Pursuant to the scholarship policy, a person seeking a scholarship should contact the Workshop Chair.

Cancellations

If there are not enough registrants to fill a workshop, the workshop will be canceled, and all fees refunded.

If an admitted student is unable to attend a workshop, the student needs to contact the Workshop Chair, so someone on the wait list can be notified of an opening. If no one on the wait list can attend, or if there is no wait list, the student is authorized to find someone to take his or her place in the workshop upon the latter's payment of the workshop fee. PSC will not issue a refund unless there is a replacement for his or her workshop spot.

HOSTING

If you are interested in hosting a visiting instructor, please contact the Workshop Chair for more information as well as to receive a required questionnaire to be completed by the prospective host.

Portland Society for Calligraphy Workshops
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