Winter Workshop 2017
Assignments, Refunds & Reservation Cancellations on Classes & Lodging

We appreciate your support of our Winter Workshop when you register. We also understand that situations arise that may make it impossible for a student to attend. For that reason, we have initiated a policy on assignment of a space in class to another FSG member. Please carefully review our assignment policy to understand how it may serve you in cases of emergency.

Our Assignment Policy allows for students to sell their space in class to another FSG member at any time prior to the start of classes on January 16, 2017. The students determine the value and set the price of the exchange; however, tuition and/or housing must be paid in full to the Registrar before an Assignment can be completed. The Registrar is not able to assist in finding a replacement unless the class has a waiting list.

Assignments must be accomplished in the following manner:

1. A student finds a replacement for his/her spot in class or housing. This student must have the skills and supplies necessary to participate in the class as indicated by the website and supply lists.

2. Both students write the Registrar at winterworkshop@fsgne.com indicating their mutual desire to complete this transfer.

3. The Registrar will confirm that FSGNE has received payment in full of tuition and/or housing to be exchanged and then both parties will receive confirmation via email that the Assignment has been made.

4. No cancellation fees apply to Assignments.

Refunds & WW Reservation Cancellations

We also ask for your understanding. FSG Northeast Chapter makes a substantial financial commitment/investment as it plans and implements this workshop. We have incurred expenses and obligations with facility rental, faculty contracts, catering expenses, housing and travel expenses, etc. Vacancies may be hard to fill even when there is a waiting list. For those reasons, **we have a $100 non-refundable cancellation fee for refund requests made in writing to winterworkshop@fsgne.com on or before September 30, 2016. No cancellations can be made on or after October 1, 2016.**

Lodging

Even though no refunds for lodging are permitted on or after October 1, 2015, we do maintain a waitlist and will be happy to assist you in finding a student to assume your reservation from that list should you email us with a request. We cannot guarantee a replacement. There is **no cancellation fee for lodging canceled on or before September 30, 2016.**