

## **CPS Workshop Payment and Refund Policy for all Workshops**

1. Full payment is required at the time of registration to reserve your place in the workshop. If a workshop is full, you will be put onto a wait list based upon first come, first served and notified as soon as there is a cancellation.
2. If you cancel your reservation for a workshop 31 days or more prior to a workshop, we will refund the full workshop tuition, minus a minimal handling fee of \$10.00.
3. If you cancel your reservation 30 days or fewer prior to the workshop, there is NO REFUND unless we are able to fill the opening from the wait list or you find a replacement student on your own.

If we can fill the opening from the wait list, you will be refunded your workshop tuition minus a handling fee of \$50.00. If you find a replacement student on your own, we retain your tuition and you are responsible for collecting the fee from the new student. **If we CANNOT fill the opening, you will NOT be refunded the tuition.**

4. Any cancellation notice to CPS is by email to [dtemple860@aol.com](mailto:dtemple860@aol.com) or call or text to Debbie Temple at 860 559 4071.
5. There are no exceptions to this policy.