

Workshop Cancellation Policy

1. Participants who did not register with a group can withdraw from a workshop by contacting SAOT directly via email or telephone.
2. Refund policies: If the participant (not registered within a group) informs SAOT of their desire to withdraw from a workshop:
 - a) up to 11 days prior to the first day of a scheduled workshop**, registration fee will be refunded minus a \$50 cancellation fee;
 - b) ten business days or less prior to the first day of a scheduled workshop**, registration fee will not be refunded
 - c) participant does not attend the first day of scheduled workshop**, registration fee will not be refunded
3. If SAOT must cancel a workshop:
 - a) Participants will be notified as soon as possible
 - b) Full refunds will immediately be issued to participants
4. In cases where a registration waitlist has been established, workshop registration is not transferable to another individual should a participant choose to withdraw registration. This does not apply to group registrations.
5. For group registrations who register as a group of five (unless otherwise specified) or more to take advantage of discounted rates, refunds will not be issued. It is the responsibility of the group members to find a replacement and notify SAOT by email or telephone.