

IFCO WORKSHOP

Policies and Procedures

- (1) Workshop fees for IFCO's Hands-on-Film Workshop Series and its Focused Workshops **now include an IFCO Membership**, except in the case of IFCO's Youth Hands-on-Film Workshop Series, which does not include an IFCO Membership.
- (2) Enrolment in IFCO's Hands-on-Film Workshop Series is limited to a maximum total of 8 participants, except in the case of IFCO's Youth Hands-on-Film Workshop Series, where the limit is a maximum total of 6 participants. Maximum enrolment for Focused workshops varies from workshop to workshop, and is identified in advance.
- (3) Registration is on a first come, first serve basis. Once the maximum number of participants has been met, other interested persons may request to have their names placed on a waiting list, in the chance that there is a cancellation.
- (4) The total cost for the Hands-On-Film Workshop Series includes a comprehensive course handbook, as well as all material costs associated with the Series, such as film stock and film processing. The cost for a Focused Workshop varies (depending on workshop length and various material costs, etc.). In general, IFCO's workshops are offered at full member rates, basic member rates, and student and non-student rates.
- (5) All payments for workshops must be made during IFCO's business hours, which are 10:00AM to 6:00PM Monday to Friday (excluding statutory holidays). IFCO accepts payment by Cash, Debit, Visa or MasterCard.
- (6) Participants must provide payment in **full**, in order to secure a space in both IFCO's Hands-On-Film Workshop Series and in IFCO's Focused Workshops. Please note however, that the decision to proceed with any workshop is generally made based on the number of registered participants.
- (7) **REFUND POLICY:**

In the case of those registered for any **Hands-On-Film Workshop Series** or **Focused Workshop**:

- (a) If a participant withdraws from the Series or Focused Workshop at least 30 days before it begins, they will be given a full refund;
 - (b) If a participant withdraws from the Series or Focused Workshop less than 30 days in advance, they will be given a refund, minus a 25% cancellation fee;
 - (c) If a participant withdraws from the Series or Focused Workshop once it has begun, the amount paid is not refundable; and
 - (d) In the event that IFCO needs to cancel either the entire Hands-on-Film Workshop Series or a Focused workshop, due to instructor unavailability or insufficient enrolment, all registrants will be given a full refund.
- (8) Workshop participants must generally be 16 years of age or older, except in the case of IFCO's Youth Hands-on-Film Workshop Series participants.
 - (9) IFCO is not liable for lost, stolen or damaged articles belonging to any participant, or for any personal injury occurring to a participant.
 - (10) IFCO does not arrange or cover travel or accommodation arrangements for out-of-town participants.
 - (11) IFCO is a smoke-free, drug-free and alcohol-free environment.
 - (12) Questions, comments or complaints concerning IFCO's Workshop Policy and Procedures should be addressed to IFCO's Executive Director.

I acknowledge that I have read IFCO's workshop policy and am bound by the rules and conditions set out therein.

Date: _____

Member Name: _____

Signature: _____