

IFCO WORKSHOP

Policies and Procedures

- (1) Enrolment in IFCO's Hands-on-Film Workshop Series (hereinafter "workshop series") is restricted to IFCO members only, except in the case of IFCO's Youth Hands-on-Film Workshop Series. Enrolment in IFCO's focused workshops is limited to members **only** when the workshops include/or is focused on the use of IFCO's equipment. Other workshops (Grantwriting, Marketing, Documentary Filmmaking, etc.) are open to the general public.
- (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 Focussed 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-filmmaking 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 focussed workshop varies (depending on such factors as the length of the workshop, or whether additional materials must be purchased, etc.), and is identified in advance. In general, these workshops are offered at full member rates, basic member rates, and non-member 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, Visa or MasterCard.

To secure a space in the Workshop Series, a participant must either provide at least a 30% deposit or pay in full. The complete balance is due no later than one week before the series begins. Please note however, that the decision to proceed with any workshop is generally made based on the number of registered participants.

In the case of a focussed workshop, one must pay the required workshop fee in full at least 48 hours before the start of the workshop.

(6) REFUND POLICY:

In the case of those registered for any **Hands-on-Film Workshop Series**:

- (a) If a participant withdraws from the Series at least one week before it begins, he or she will be given a full refund, on either his or her deposit or full payment, as the case may be.
- (b) If a participant withdraws from the Series less than one week in advance, he or she will be given a refund, minus a 30% cancellation fee.
- (c) If a participant withdraws from the Series once it has begun, the amount paid is not refundable.

In the case of those registered for a **Focussed Workshop**:

A participant must give at least 24 hours notice before the start of the workshop to receive a full refund. If fewer than 24 hours notice is given, the participant is entitled to a refund, minus a \$10.00 cancellation fee.

In the event that IFCO needs to reschedule either the entire Hands-on-Film Workshop Series (or an individual workshop thereof) or a Focussed workshop, due to instructor unavailability or insufficient enrolment, all registrants will be given a full refund.

- (7) Workshop participants must be 16 years of age or older.
- (8) IFCO is not liable for lost, stolen or damaged articles belonging to any participant, or for any personal injury occurring to a participant.
- (9) IFCO does not arrange or cover travel or accommodation arrangements for out-of-town participants.
- (10) IFCO is a smoke-free, drug-free and alcohol-free environment.
- (11) 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: _____