

IFCO WORKSHOP

Policies and Procedures

- (1) Workshop Fees for IFCO's Focused Workshops **now include an IFCO Membership**; please note however that workshop fees for IFCO's Youth Hands-on-Filmmaking Workshop Series and its general Hands-on-Filmmaking Workshop Series, do not include an IFCO Membership.
- (2) Enrolment in IFCO's Hands-on-Filmmaking Workshop Series is limited to a maximum of 8 participants, except in the case of IFCO's Youth Hands-on-Film Workshop Series, where the limit is a maximum 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-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 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-Filmmaking Workshop Series, as well as IFCO's Focused Workshops. Please note however, that the decision to proceed with any workshop is generally made based on the total number of registered participants.
- (7) **REFUND POLICY:**

In the case of those registered for any **Hands-On-Filmmaking 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-Filmmaking 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-Filmmaking 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: _____