

## Workshop Registration, Cancellation, Refund and Discount Policy

The Louisiana Art and Artists' Guild provides high-quality workshops with qualified artists providing instruction and critique. It is the participant's responsibility to select the workshop that is appropriate for his or her level of experience with the particular medium and style. Participants should gather knowledge of the instructor's reputation, workshop description, workshop outline, a basic understanding of what a workshop involves, and/or what a plein air workshop involves prior to registration.

If you have any questions about the way a workshop operates, please feel free to ask us. Your satisfaction with your participation in any workshop will be increased by advanced preparation and realistic expectations. Our office number is (225) 926-4657 and our email address is [laagbr@laag-site.org](mailto:laagbr@laag-site.org). You may also contact the Workshop Coordinator for the specific workshop you are considering.

Complete information on each workshop, including a full list of supplies, is available at our website at [www.laag-site.org/workshops](http://www.laag-site.org/workshops). Locate workshop information using the "List" tab (across the top of the page), or by selecting the "Details" tab and then the month when the workshop is scheduled.

### Registration:

Enrollment to our workshops is limited and will be accepted on a first-come, first-serve basis. We accept personal checks and money orders made payable to LAAG. Full payment is required. Payments should be mailed to LAAG, PO Box 41115, Baton Rouge, LA 70835. Please write the name of the workshop in the memo portion of check or money order. Also, provide your full contact information including mailing address, phone number, and email address.

### Cancellation Policy:

The Louisiana Art and Artists' Guild reserves the right to cancel any workshop due to low enrollment, instructor unavailability, or an act of God such as hurricane or flood. If the workshop is cancelled, the Louisiana Art and Artists' Guild will process a full refund to each participant.

You should consider purchasing Travel Insurance for your trip to the workshop. The Louisiana Art and Artists' Guild is not responsible for travel expenses, art supplies, or shipping expenses. We highly recommend travel insurance to cover trip cancellation, lost baggage, airline mechanical failures or delays, accidents, and sickness.

### Refund Policy:

A full refund will be made if a written request (US mail or email) is received 50 days prior to the first day of the workshop.

No refund will be made for personal emergency, if you fail to attend, or if you drop the workshop after it has begun. If you cannot attend the workshop, you may transfer the registration to someone else who can take your place.

Discount Policy:

We offer discounted prices to Louisiana Art and Artists' Guild members for workshop registration. Membership is \$35 per year, and membership must be current to receive the discount. It may make sense for you to pay the membership fee along with the workshop fee to receive the discounted rate for all workshops scheduled for the year. Those who join the Louisiana Art and Artists' Guild for the first time after September 1<sup>st</sup> pay \$20 for the remaining portion of the year.