



Houston Polymer Clay Guild

Payments & Refunds Deposits:

Deposits may be accepted to hold a spot, depending on the event. The deposit fee is described in the class description, and the final due date for the remainder of the fee is listed there. Payment in full must be made at least one (1) month before the first day of class. If the balance is not paid by the deadline, the spot will be given to someone else, and your deposit will be forfeited.

Only payment in full will be accepted after the one-month deadline.

Payment in Full:

If full payment is made at the time of sign-up and you cancel before the one-month deadline, you will receive a refund for the amount submitted less twenty percent (20%). There is one exception to this rule as described in #2 below.

There will be no refunds given after the one-month deadline with two (2) exceptions:

1. If there is a waiting list and we can fill your slot, you will receive a refund of the full amount less twenty percent (20%).
2. You can transfer your paid registration to another person without paying the 20% penalty. You handle the transaction between you and the new class member.

There will be no refunds, under any circumstances, during the final seven (7) days prior to the first day of class except by Board approval at the next regular Board meeting following the class.

Registration can be transferred as noted in #2 above.

If you have any questions about this policy, please contact the Program Chair prior to purchasing your class at info@houstonpolyclay.org