

### **J. Hyland Workshops Deposit/Refund Policy.**

This policy is for workshops that are run by J. Hyland Workshops. If the workshop is held at a venue that does the organizing and handles the payments, then their policies and practices apply and you would need to work with them for any issues.

#### **Refund/cancellation:**

Your workshop fee is fully refundable up until 2 weeks prior to workshop start date.

If you cancel after 2 weeks prior to the start date, you will receive a refund of one half of the workshop fee, the remainder is forfeit. Or we can offer credit of your total workshop fee towards another scheduled workshop with Jeanne Hyland, to be completed within the current workshop season (assuming space is available).

You also have the option of designating someone to take your place and have that person take the workshop instead of yourself. Please let us know this prior to the start of the workshop.

After the start of the workshop your workshop fee is non-refundable.

**Workshop cancellation:** If the workshop is cancelled due to weather, illness on Jeanne's part, insufficient enrollment, you will receive a 100% refund.

#### **Workshop Fee Payment**

At this time, a check for the workshop fee made out to Jeanne Hyland is best. We do have the ability to take Credit Cards over the phone, or PayPal via emails. We are working on making online registration possible... it's in the works.

#### Send check to:

Jeanne Hyland  
13 Herrada Road  
Santa Fe, NM 87508

#### Email questions:

[workshops@jeannehyland.com](mailto:workshops@jeannehyland.com)