

Refund Policy for WESST's Workshop Registration

1. No Show Policy:
 - Participants who do not attend the workshop without providing any prior notice are not eligible for a refund or credit.
2. Participant Cancellation Policy:
 - If a workshop participant provides a minimum of 24 hours' notice of cancellation before the scheduled workshop start time, they will be eligible for a credit towards a future workshop.
 - WESST will provide the participant with a unique registration code that can be used to register for a future workshop without having to pay again.
3. WESST Workshop Postponement Policy:
 - If WESST postpones a workshop to a later date, participants will be given the option to either:
 - a) Use a registration code provided by WESST to attend the rescheduled workshop without any additional payment.
 - b) Request a refund of their registration fee if they are unable to attend the rescheduled workshop.
 - Participants must inform WESST of their preference within one week of cancellation.
 - If the client does not provide a preference, this fee will automatically become a credit for a future workshop.
4. WESST Workshop Cancellation Policy
 - If WESST cancels a workshop due to unforeseen circumstances, participants will be eligible for a full refund of their registration fee.
 - Participants must inform WESST of their preference within one week of cancellation.
 - WESST will process the refund using the original payment method provided during registration.

Important Notes:

- All refund requests must be made directly to WESST via email or phone, using the contact information of the WESST workshop facilitator, provided in the workshop registration confirmation email. The relevant staff person will be the conduit for requesting a refund and contact the Finance Department, who will complete the requested refund.
- WESST reserves the right to make changes to the refund policy, provided that notice of any changes is communicated to participants in advance.