

## Saskatoon Potters Guild

### Cancellation Policy

**Cancellation requests initiated by a class participant will be accepted with the refund amounts applied as follows:**

- **A refund request that is received seven (7) days prior to the start of a course will receive a 100% refund.**
- **A refund request received less than 7 days prior to the start of the course will receive a 100% refund provided another person fills the vacated course space before the course has started; otherwise a 50% refund will be issued.**
- **A 50% refund for requests received after the course started and no more than 20% (two weeks) of the course is complete.**
- **A prorated refund will be issued for requests with medical reasons (medical certificate required).**

September, 2010