



Weavers  
Guild of  
Minnesota

# Cancellation & Withdrawal Policy

a/o April 1, 2024

## **Guild-Initiated Cancellations**

Should the Weavers Guild need to cancel a class (instructor illness, weather emergencies, or failure to meet registration minimums). Guild staff will be in contact with all registered students. Students will receive a full tuition refund. If another section of the same class is scheduled, students may choose to transfer their registration in place of receiving a refund. Withdrawal fees still apply.

## **Student-Initiated Withdrawals**

As a small organization, our withdrawal policy aims to balance accommodating students' needs while recognizing the costs of administration and sustainable operations. Timely withdrawals ensure others have access to classes and workshops.

### **Class Withdrawal Policy**

Students withdrawing 10 or more calendar days before a class begins will receive a refund of their tuition minus a \$25 processing fee.

Students canceling between 10 and 2 calendar days prior to the first class meeting may request a 50% tuition refund. Students may also opt to donate their spot to a student on the waiting or scholarship list.

We are unable to accommodate refunds for those withdrawing less than 48 hours of the class start time. Tuition can be converted to a tax-deductible donation to the Weavers Guild of Minnesota, and we can provide a receipt upon request.

Students facing a medical emergency or illness within ten days before the start of the class may transfer 50% of their tuition fee to another class. Please notify the Guild as soon as possible. Transfer credits expire after six months. Students are responsible for covering any difference between the transfer credit and the cost of the class they transfer into.

### **Visiting Artist Workshop Withdrawal Policy**

Students withdrawing six weeks or more before a workshop begins will receive a refund of their tuition less a \$25 processing fee.

Students withdrawing between six and three weeks before a workshop begins may request a 50% tuition refund. Students may also opt to donate their spot to a student on the waiting or scholarship list.

We are unable to accommodate refunds for students withdrawing fewer than three weeks before a workshop. Tuition can be converted to a tax-deductible donation to the Weavers Guild of Minnesota, and we can provide a receipt upon request.

Students facing a medical emergency or illness may request a tuition credit. If you need to withdraw from a visiting artist workshop due to illness, please notify the Guild as soon as possible. Students may transfer 50% of their tuition fee to another class and are responsible for covering any difference between the transfer credit and the cost of the class that they transfer into. Transfer credits expire after six months.

## What informs this policy?

The Weavers Guild of Minnesota relies on a blend of sources to cover its operating expenses, including tuition revenue (45%), retail sales (15-19%), grants (10-14%), fundraising (10-14%), membership dues (8%) and other sources. Revenue covers the expenses of programming (classes, workshops, events), administration, and retail operations.

Each year, we compare our policies with those of similar organizations within the region to ensure we are aligned with policy norms. The Guild prioritizes smaller class sizes offering greater one-to-one attention from the instructor. For many classes, this means a six student maximum. Similar organizations cap their programs at 12-15 students, allowing them greater financial flexibility when faced with student withdrawals. The Guild's small class sizes mean we are more severely impacted by withdrawals.

You may be thinking, "but don't you have a waitlist?" Those who sign up for the waitlist are interested in registering for the class at the time that they sign up for the waitlist. However, they often make other plans. Our chances of finding someone to take a withdrawing student's place are highest 10 or more days before a class begins, becoming more challenging as the class approaches.

The Guild also incurs labor when a student withdraws: communicating with the student withdrawing, processing the withdrawal in our registration system, processing the refund for withdrawal or class transfer. We also need to consider instructors who have purchased materials and require reimbursement.

Our visiting artist workshop policy considers the above as well as the travel and accommodation expenses and higher instruction fees required to offer these programs.

We appreciate your understanding and support for these policies, which are designed to afford flexibility when life throws curveballs while also ensuring that the Guild continues to operate in a sustainable way.