



The Embroiderers' Guild of America (EGA)

Please read these policies carefully. Registrants will be asked to acknowledge that they have read the policies prior to completing the registration process.

National Seminar Cancellation Policies

- (a) Cancelling participant must send cancellation notification in writing to the seminar assistant registrar Registrar2018@egausa.org or call 845-565-2467 to notify of cancellation to come in the mail and to secure a street address. The information will then be forwarded to the NSC registrar.
- (b) Cancellations postmarked on or before:
 - a. 60 days (August 4, 2018) prior to the opening of seminar will receive a refund less the nonrefundable registration fee.
 - b. 30 to 59 days (August 5 through September 3, 2018) prior to the opening of seminar will incur a \$100.00 cancellation fee in addition to the nonrefundable registration fee.
 - c. 0 to 29 days (September 4 through October 3, 2018) prior to the opening of seminar, the national executive committee will review within 30 days of close of seminar.
 - A full refund minus the nonrefundable registration fee will be given in the event of the death of the registrant or a member of the immediate family, and acts of war requiring the registrant's reassignment. Immediate family is defined as spouse, child, parent, parent-in-law, grandparent, grandchild, or sibling.
 - A partial refund may be granted in the event of serious illness of the registrant or an immediate family member, or a natural disaster preventing the registrants attendance.
- (c) No refunds will be considered after 30 days of close of Seminar.

Cancellation by EGA

In the event EGA cancels a class after students have been assigned and a student chooses not to attend seminar, the seminar fee less the nonrefundable registration fee will be reimbursed. Any travel costs incurred by the student are solely the responsibility of the student.

Facilities Use Policy

A one-time facilities use fee of \$240 will apply to all persons registered for two or more days of classes or as non-participants who do not stay at the designated hotel(s) at the EGA-contracted rate, unless the seminar chair approves alternate arrangements.