

GDAS Workshops - Payment & Refund Policy

Workshops run by GDAS are highly anticipated and popular, yet they require a minimum number of participants to be viable. We have found that 10 is the optimal number, however, more may be accommodated at the discretion of the tutor. If numbers fall short, GDAS reserves the right to cancel the workshop.

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### **PAYMENT POLICY:**

**PAYMENT MUST BE RECEIVED IN FULL PRIOR TO WORKSHOP BEFORE BOOKING IS SECURED. Payment cannot be accepted on the day of the workshop.**

**Pay in 1 of 3 ways:**

1. **DIRECT DEPOSIT** into the following bank account:

**BENDIGO BANK BSB: 633-000**

**Account # 200 104 032**

**Account Name: GOULBURN & DISTRICT ART SOCIETY INC.**

**Description/Reference: YOUR NAME & REASON for payment (NAME OF WORKSHOP)**

2. **CREDIT CARD** details to our Workshop Coordinator, Gail Davies, email [gail4rc@yahoo.com.au](mailto:gail4rc@yahoo.com.au) or phone 0439 07 07 47 Please be ready to provide **NAME ON CARD, CARD NUMBER, EXPIRY DATE and 3 DIGIT CODE ON BACK OF CARD**, the **AMOUNT** you wish to pay and **REASON** for payment (name of workshop).

3. **CASH** to be deposited at Bendigo Bank:

**BENDIGO BANK BSB: 633-000**

**Account # 200 104 032**

**Account Name: GOULBURN & DISTRICT ART SOCIETY INC.**

**Description/Reference: YOUR NAME & REASON for payment (NAME OF WORKSHOP)**

### **IMPORTANT NOTE:**

Two-day workshops are designed to offer the best experience for participants. GDAS is a non-profit organisation and offers very reasonable workshop rates with the help of generous grants. We understand that some participants may want to attend for one day or part days for various reasons. We warmly welcome such participants and endeavour to be flexible but we cannot offer discounts for limited attendance.

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REFUND POLICY

- If the workshop is cancelled by GDAS (due to insufficient numbers) a full refund will be issued to all participants. Bank account details must be provided.
- A participant who withdraws from a workshop more than 14 days prior to the commencement of the workshop will be given a full refund. Requests to withdraw can be made to Gail Davies: email gail4rc@yahoo.com.au or phone 0439 07 07 47.
- No refund will be given for a withdrawal 14 days or less before the date of commencement of the workshop.
- No refund will be given for non-attendance of the workshop. (emergencies will be an exception)

NB - A withdrawing participant may organise with another person to attend instead and pass on all relevant information to that person. In this case, the details of the new participant (name, email and phone) should be provided to Gail Davies, the Workshop Coordinator at email gail4rc@yahoo.com.au or phone 0439 07 07 47 without delay.