



Workshop Payment/Cancellation Procedures

Advance Payment with Registration:

Prepaid registration is encouraged for half-day and full-day workshops. Fees for short educational/networking events can be paid at the door. Payment can be made by cheque (payable to the Volunteer Action Centre), cash or by Visa or MasterCard.

Cancellation of Individual Registration:

Organizations have until 48 hours before a scheduled workshop to cancel. After this time, registration fees already collected will not be refunded, and registrants who have not paid will be billed for the full workshop fee and an additional \$5 administration fee. Alternately, registration can be transferred to another member of the organization.

Cancellation of Workshop:

The Volunteer Action Centre reserves the right to cancel a workshop. In the event of cancellation, full refunds will be issued to all paid registrations within one month.