

DEPOSIT/CANCELLATION POLICY

The workshops are free; however one \$15 deposit (no matter how many workshops you are registered for) needs to be received to confirm your registration.

- **To pay by check:** Make payable to Southtown Teachers' Center and mail to:
4460 Bay View Rd Hamburg, NY 14075.
(Schools in our consortium can send it by courier.)
Be sure to include a copy of this email with your payment.
- **To Pay by Credit Card:** Call the center at 649-6775 to make your deposit by phone.

CANCELLATIONS: You will only be charged if you are a **NO-SHOW** or **Cancel your registration within 5 days of the session.**

- If you forfeit your deposit, a new check/credit authorization will be needed to keep or make any future workshop registrations.
- We will not cash checks or charge your credit card unless you fail to adhere to the cancellation policy. All checks and authorizations will be shredded after your last scheduled workshop. Checks will not be returned.

If you have any questions, please let us know at 649-6775 or Southtowntc@gmail.com