

The Common Market Class Registration & Cancellation Policy

THE FINE PRINT...READ ME PLEASE!

Prepayment of your class is required to reserve your spot. Please be aware that only those students who have paid the class fee are considered to be fully registered and count toward the required minimum number of students needed to hold a class. Payment may be made by phone, mail, or in person.

- **By phone, you can reserve your seat with a credit card.**
- **By mail, send a check for the required amount and please include the following information: names of all attendees, contact phone number, Owner # if applicable, and name and date of the classes you wish to attend.**
- **In person, you can pay by cash, check, credit or debit at the Co-op Service Desk.**

Classes and lectures must have a minimum of 6 students signed up 48 hours in advance for the class to take place. If there are less than 6 students registered, each student will be called and informed of the cancellation. Students may either put their pre-paid money toward another class taking place within the next three months or they may receive a full refund. If a student cancels prior to 48 hours before the class, the refund will be applied to a future class or a full monetary refund will be given. No refunds will be given for cancellations received after the 48-hour deadline or for no-shows.

Please be on time! Late arrivals are disruptive to the instructor and other students. The classroom is open at least 15 minutes before each class. Anyone arriving more than 10 minutes late will, unfortunately, be counted as a no-show and that seat may be given to another student.

Register for any class at the Co-op Service Desk or contact Zoe Brittain at 301.663.3416 or zoe@commonmarket.coop for payment options.

ASL interpreting may be provided upon request. To request ASL interpreting service for a specific class, contact Zoë no fewer than **7 days prior** to the class.

These seminars are provided as an educational opportunity for our community. The ideas expressed do not necessarily reflect those of The Common Market, our Owners or employees.