



## Terms & Conditions

### Application Procedures

Since enrollment in the HD Workshops is limited and the workshops fill quickly, we encourage you to apply early. There are no deadlines for applying; however, assignments are made on a first-come, first-served basis.

### Registration & Method of Payment

To reserve your space in a workshop the full tuition amount plus all applicable fees are required at the time of registration. Accepted forms of payment are American Express, MasterCard, Visa, Discover, traveler's check, money order, or bank transfer. We cannot hold your space in a workshop without payment in full. Please review the cancellation and refund policy below.

Business checks drawn on US banks are accepted if received more than 14 days before a workshop begins. We regret that we cannot accept any checks as payment for workshops held outside of the U.S. No personal checks.

Since cancellation fees apply, it is our sincere desire that your choice of a workshop is sound and prudent. If you have any questions about a workshop and if its material is appropriate for you, please contact us via e-mail at [santafe@hdworkshops.com](mailto:santafe@hdworkshops.com) or call +1-240-497-0900 prior to registering.

### Cancellation & Refund Policy

If for any reason you need to cancel a workshop, notification must be in writing. Due to inconsistencies with mail and electronic messaging, it is the obligation of the applicant to contact the HD Workshops and confirm that a cancellation notice has been received. Cancellations are effective on the date they are received at our offices.

If cancellation is received AT LEAST 15 DAYS BEFORE the start of your workshop, we will refund payment, less a \$100 cancellation fee.

If notification of cancellation is made LESS THAN 15 DAYS BEFORE the start of the workshop, we will refund payment, less a \$500 cancellation fee. In the event the workshop enrolls fully after your cancellation, we will only retain a \$100 cancellation fee or apply the \$500 fee to a workshop if taken within six months of cancellation.

**Note: Applicants agree that all fees, without exception, are non-refundable within 10 days of the start of the workshop.**

The tuition amount is solely for admittance to the workshops. No other claims or warranties are made. The HD Workshops are not responsible for the quality or compatibility of materials distributed on behalf of others, including, but not limited to, sponsors, dealers, manufacturers, guests or instructors. These are professional workshops where attendance and the level of participation are solely the responsibility of each registrant.

In the event that a workshop has to be canceled, all fees and deposits are refunded in full or may be applied to future workshops if you choose. The HD Workshops cannot be responsible for non-refundable travel arrangements and will only be responsible for returning money paid to the HD Workshops.

### Meals

Tuition includes the following: light breakfast; coffee, water and snack service; and lunch (during full days).

NOTE: Vegetarian meals and other special dietary needs can be accommodated only if you notify us at the time of registration. We can accommodate most, but not all, dietary requests. Please contact us directly to verify that your specific requests can be met.



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### **Photography & Recording**

**No video or audio recording is allowed at any time during the workshops.** Photography for personal use is allowed on a limited basis and only in a manner that does not interrupt the sessions or instructors. Personal photos may not be used for any commercial purpose.

By attending the workshops, you grant the HD Workshops the right to photograph, film or otherwise record you and your property while participating in workshops and you grant the right for use of those images in any manner without credit, compensation, consultation or additional notice.

### **Instructor Commitment**

Instructor commitment to the Santa Fe HD Workshop is strong and rarely is an instructor unable to attend a workshop after they confirm participation. However, individual workshop instructors are not guaranteed. In the event a listed instructor is unable to participate for any reason, we will replace them at our discretion, with someone of equal or greater experience. It is not always possible to notify participants in advance should this occur. It is up to workshop registrants to contact the HD Workshops if they wish to confirm the participation of individual instructors. Applicants agree that instructor unavailability is not grounds for a refund of tuition.

### **Travel & Housing**

Travel and housing are not included in the workshop tuition and are the sole responsibility of the participant. The HD Workshops frequently negotiate discounted rates with nearby hotels. These rates are made available to workshop registrants. The workshops make no claims or warranties regarding these arrangements.