



## WORKSHOPS

**PAYMENT/  
CANCELLATION  
POLICY**

**WORKSHOP  
TRANSFER  
POLICY**

*Please make sure you understand our Payment/Cancellation policies before registering for the 2020 International Art Conference or Pre- and Post-Conference Workshops. If you have any questions, please contact the EAI/MoEA office, 505-989-3283 or [Mehrens@eainm.com](mailto:Mehrens@eainm.com).*

### *What are the payment/cancellation policies for the 2020 International Art Conference workshops?*

The cost of each workshop is due upon registration. In the unlikely event that a workshop must be cancelled due to inadequate enrollment, all fees are refunded in full. This determination will be made at least 30 days prior to the workshop.

The Encaustic Art Institute (EAI), Museum of Encaustic Art (MoEA), Douglas Mehrens are not responsible for reimbursement of non-refundable airline tickets, hotel booking fees, or other travel-related expenses in the event of a workshop cancellation.

If you need to withdraw from a workshop for any reason, the following reimbursement schedule applies:

Cancellation between 30 - 59 days prior to workshop: Refund, less 35%

Cancellation between 15 - 29 days prior to workshop: Refund, less 50%

Cancellation between 0 -14 days prior to workshop: No refund

### *What if I want to switch to a different workshop after I've registered?*

If you'd like to switch from one pre- or post-conference workshop to another open workshop, a \$25 processing fee will be charged. This fee will be waived if your previous workshop was cancelled. Contact Douglas Mehrens at [Mehrens@eainm.com](mailto:Mehrens@eainm.com) or 505-989-3283 to verify that the workshop you wish to switch to has space available.