

## Workshop/Event Registration and Fee Policy

The Manitoba College of Social Workers hosts and/or facilitates conferences, workshops and events for its members and/or the public, which may include a fee for registration as determined by the Executive Director/Registrar. College workshops and events often have limited enrolment. Full fee payment is required in order to complete registration and reserve a seat at a workshop/event.

College events may include concurrent sessions. Written requests to change sessions following initial registration will be considered if submitted not less than 2 days prior to the date of the event and if space is available. Session changes will not be considered on the date of the event and registrants must attend the session for which they are registered.

Refunds following initial event registration will be issued upon written request (e-mail accepted) only until the deadline identified at the time of event registration.

Refunds will not be issued after the deadline, including for reasons outside of the College's control (i.e. inclement weather, illness, etc.).

Registrants may transfer their registration to another attendee upon written request not less than 24 hours prior to the scheduled event.

In the event that the College must cancel a scheduled workshop/event for any reason, registration fees will be reimbursed.