

# **Ed Video Media Arts Centre (EVMAC)**

## **Workshop Policies**

### **Cancelling & Rescheduling Policy**

Participants must cancel up to five (5) business days prior to the scheduled workshop date to receive a full refund. If a cancellation occurs less than five (5) days prior to the scheduled workshop, the registration fee may be credited to a future workshop. Ed Video reserves the right to cancel or reschedule workshops if necessary. All registered participants will be notified of any schedule changes or cancellations. Ed Video will refund the registration fee to participants of cancelled workshops or if participants are unable to attend a rescheduled workshop.

### **Accessibility Needs**

Ed Video is committed to creating an environment of inclusivity and we strive to make our workshops as accessible as possible. Please email [workshops@edvideo.org](mailto:workshops@edvideo.org) about any special need including monetary barriers at least ten (10) business days before any workshop you are interested in and we will work towards accommodating them. Sign Language Interpreters providing American Sign Language (ASL) interpretation may be available for our workshops, upon request. Please email us about interpretation needs at least ten (10) business days before any workshop you are interested in registering for and we will arrange interpretation if possible within the requested timeline. *Due to time restraints and ASL interpreter availability we cannot guarantee ASL support on short notice, but we will try our best to provide this support.*