



## **Postgraduate Writers' Conference Policy on Cancellations & Refunds**

If for any reason you need to withdraw from the Conference and inform us by no later than June 15, we will refund any payments to date, minus the non-refundable \$250 deposit.

If you cancel your participation after June 15, we will automatically refund all fees for room and board as applicable. We will refund your paid tuition minus \$250 when and if we are able to refill your individual workshop space. For your sake as well as for the good of the Conference and workshop group, we will make every effort to do so, starting with offering the vacated place to any writers we have on our waiting list.

Please be aware that late cancellations create a real hardship for us as a Conference; this includes the faculty and your fellow participants once manuscripts have been distributed. Of course we understand that emergencies do arise. However, we ask that if your plans or circumstances change, you inform us at your very first opportunity. This also means not waiting until the balance due date of June 15 to let us know of a shift you can anticipate earlier.

We always regret cancellations, but the sooner we learn of one, the easier it is to replace that participant with another interested writer. Thanks so much for your consideration, and for working with us to ensure that we maintain full Conference enrollments.