



WORKSHOP POLICIES

Registration

You may register for courses either in-person at our station located at 310 Dillingham Avenue, Falmouth, MA 02540 or by calling us at 508-457-0800. Classes with fees need to be paid for *at the time of registration* by check or by credit card (Visa, MasterCard, Discover and American Express). Credit Card payments are accepted weekdays from 10am-5pm. *Your registration is not complete until paid in full.*

Non-Refundable Registration Fee

There is a \$5 non-refundable registration fee for most classes. This fee will only be refunded if FCTV cancels a class due to weather, an instructor's absence or under-enrollment.

Cancellations and No-Shows

If you choose to withdraw from a workshop, you will receive a full refund minus a \$5 processing fee if you notify us via email or phone call *3 business days (72 hours) before the start of the workshop*. If you choose to withdraw from the workshop between 72 - 24 hours you will receive a full refund minus a \$5 processing fee *only if we can fill your spot with another student*. Sorry, there will be **no refunds** if you give us less than 24 hours notice or if you are a no-show.

FCTV reserves the right to cancel or reschedule any workshop. FCTV may cancel a workshop that does not meet minimum registration requirements or due to inclement weather. If FCTV cancels a workshop, paid registrants will be given full refunds. Rescheduled workshop information will be posted on the FCTV website at www.fctv.org.

Promotional Permission

From time to time, Falmouth Community Television photographs/audio-video-records students participating in its classes/programs. By registering, unless notified in writing otherwise, students and/or the parents or guardians of students grant FCTV permission to use these photographs/videos/audio recordings, and/or images of student artwork, in future promotional material including on Facebook, Twitter, FCTV Website, Training Brochure, Annual Report, Videos, FCTV Channels and other promotional releases.