

GENERAL CANCELLATION POLICY

The requested deposit for any workshop is due upon registration. The balance will be due approximately 6 weeks prior to the beginning of class.

We are able to accept your payment via check (our preferred method) or Venmo.

All checks should be made out to Dawn Whitelaw and sent to her attention at

On Track Studios, 1978 Wilson Pike, Franklin, TN 37067

Venmo payments should be paid to this account @DawnE-Whitelaw. The last four digits of her phone number are 6188. Please make a note of what class your payment is for. Andrea will let you know when we receive your payment.

CANCELLATION /REFUND POLICY

If you find you must withdraw from a workshop or online mentoring, this is the refund policy...

- Cancellations made on or before **30 days before the start of class** will receive a refund, minus a \$50 administration fee.
- For cancellations after **the 30 day window**, no refund will be given unless your space can be filled. If your space is filled we will refund all money paid to us, minus a \$50 administration fee.
- Anytime you cancel your registration in one of Dawn's workshops, you have the option of rolling the money paid forward to a future workshop.
- If we cancel the workshop, for any reason, we will refund all money paid toward the class.