

COCHF WORKSHOP POLICY

(COCHF board approved the updated policy on MARCH 12, 2019)

A. Education Conferences and Scheduled Workshops

1. A completed registration form must be received by COCHF for attendance at a conference workshop or other scheduled workshop.
2. Fees for conferences and workshops will be charged as published. Alternative fees may be negotiated between COCHF and the co-op under special circumstances.
3. Upon receipt of the registration, COCHF will issue an acknowledgment indicating the fee owed. An invoice will be issued if the co-op requests one.
4. If a person registered for a workshop cannot attend the workshop, a credit may be issued, at the discretion of COCHF if unavoidable circumstances prevent them from attending the workshop and prevent another person from attending in their place.
5. COCHF can cancel a workshop when there are not sufficient numbers of persons registered or an emergency situation prevents the workshop from being held. When a workshop is cancelled by COCHF, the co-op will receive a credit towards future conference or workshop fees or can receive a refund of fees paid.

B. Portable Workshops

1. A portable workshop is requested by completing a workshop request form and sending it to COCHF. Upon receipt, COCHF will confirm with the co-op the date and time of the requested workshop, the instructor and the fee owing.
2. Workshop fees will be charged as published. Alternative fees may be negotiated between COCHF and the co-op under special circumstances.
3. One half of the full workshop fee is due to be paid at least 14 days prior to the agreed upon date of the workshop as identified in the letter of workshop confirmation. COCHF may choose to cancel the workshop if payment is not received. The remainder of the workshop fee is payable after the workshop takes place.
4. If the workshop is cancelled by the co-op on or before 14 days prior to the date of the workshop, the workshop can be rescheduled at no additional fee, the co-op receive a refund for fees paid, or fees paid can be applied as a credit towards future workshops.

5. If the workshop is cancelled by the co-op after 14 days prior to the date of the workshop, the full workshop fee will be payable by the co-op unless the co-op reschedules the cancelled workshop upon notifying COCHF within 30 days of the original date of the workshop of a new date. A rescheduling fee equal to one half of the original workshop fee must then be paid prior to the rescheduled date. The rescheduling fee may be waived at the discretion of COCHF.
6. COCHF can cancel a portable workshop when an emergency occurs which prevents the workshop from being held. When a workshop has to be cancelled by COCHF, the co-op can receive a full refund of fees paid or it may reschedule the workshop without paying an additional rescheduling fee.
7. When the co-op has requested for a 6-hour workshop to be broken up into two 3-hour sessions, the dates of these two training sessions cannot be scheduled on consecutive days, unless other arrangements have been made between the workshop instructor and the co-op requesting the workshop training.