



VRPA Program Policies, November 2023

Registration Policies

1. Priority will be given to VRPA Members who will receive a direct email about the program registration.
2. Registration is online with a credit card via SignUp Genius. No etransfers will be accepted.
3. People may register for Beginner programs without being a VRPA member.
4. VRPA reserves the right to limit the number of programs one person can register for when the need exceeds facility space.

SignUp Genius Policy

1. Members who are sent the SignUp Genius link can view who has registered for programs. With that in mind, participants have the option of registering with their first name only and last name's initial in order to maintain some privacy.

Refund Policy

1. A request for refund must be in writing with the name of the person who registered, the name of the program, the dates/times of the program and the location of the program, to the email: programs2vrpa@gmail.com.
2. If the program is 14 or more days from starting then a full refund will be issued less a \$10 processing fee.
3. If the program is 13 or less days from beginning, or if the program is in session, no refund will be issued - unless the withdrawal is for a documented medical reason. The refund will be processed from the date of the refund request and not retroactive.
4. If, at any time, registered participants are unable to begin the class, they may also find a sub who must be instructor/facilitator approved.
5. Participants will be refunded for classes which are cancelled.

Substitutions

1. Participants should find their own subs, or work with the instructor/facilitator to find a sub and let the instructor/facilitator know of the change. Most programs rely on a specific number of players to function at their best.

Waitlists

1. During the registration period a SignUp will be available to capture a waitlist for each level of program: Beginner, 2.75, 3.0, 3.25, 3.5, 3.75.
2. Waitlisted participants will be notified if spots become available in the order they signed up.

Communication

1. Program offering and registration fees will be determined and communicated to members by email prior to registration.
2. Program updates, schedules, and important information will be communicated via email, social media, and the program's website.
3. Participants are responsible for staying informed.