



## Waitlist Policy

Once a workshop is full, we will waitlist participants on a first come, first served basis. Should space become available, waitlist requests will be processed in the order in which they were received.

Notification will be sent via email to the participant and IB Coordinator, where applicable, if an opening becomes available. The participant or the IB Coordinator must accept this spot via written confirmation (email or fax) within four business days. If a confirmation is not received within four days, the offer becomes canceled. Once written confirmation is received from the participant, all registration and cancellation policies are applicable. Waitlist notifications sent out after the registration deadline are not subject to the \$50 late fee.