

MACC REGISTRATION AND CANCELLATION POLICY

MACC Registration Policy

Advance registration is required for all fee-based courses and is accepted on a first-come, first-served basis upon full payment or written commitment to pay. You will receive confirmation by email, including course locations and recommended reading and supplies. Early registration is encouraged. To learn more about our current programs and how to register, see www.maccweb.org/edu_workshops_cal.html

If your requested course is filled, you will be put on a waiting list and your credit card will not be charged or your check will be returned. When space becomes available, you will be contacted according to your position on the waiting list.

MACC Cancellation and Refund Policy

MACC reserves the right to cancel courses, change times or locations, and substitute instructors. In the event of a change, you will be notified as soon as possible by phone or email. Please include day and evening phone numbers and your current email address on the registration form. If a class is cancelled by MACC, you will promptly receive a full refund.

Your Cancellation

Cancellation must be received in writing (mail, fax, email) at least 4 business days prior to a session. A \$20 processing fee will be charged for cancellation. No refund for less than 4 business day's notice.

Inclement Weather

Courses run rain or shine. However, in the event of extremely inclement weather, please call MACC at 617-489-3930, to see if your course has been rescheduled. MACC will make every effort to inform you of any change. Please include day and evening phone numbers and your current email address on the registration form.

Walk-Ins

Although we accept walk-in registrations for many programs, people should call MACC to learn if the program is being held and if it is full. A program could be cancelled due to under-enrollment.

Questions? Contact MACC at staff@maccweb.org or 617-489-3930.