

## Class Information & Policies

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**Location of Classes:** Site maps are available at [www.mobot.org/classes](http://www.mobot.org/classes). Please refer to your confirmation of registration that you receive via e-mail or mail for details on where each class is being held.

### Class Information & Material Lists:

- Member's price may be used by those residing in the Member's household.
- Individual class details and material lists are available online at [www.mobot.org/classes](http://www.mobot.org/classes) within each individual class listing.
- **Wait List:** If your confirmation states that you are on the wait list you will be called or e-mailed if an opening occurs.

The registration ends date is listed on the web site for each class. It indicates when registration ends if the class has met the minimum enrollment (see details in Cancellations/Refunds). Full classes remain open for registrants to be wait listed. If the wait list becomes extensive, registration will end and the registration ends date adjusted.

**Accommodations & Accessibility:** For information on accessibility, please call (314) 577-5140 at least 2 weeks prior to the date of the class. We will do our best to meet your needs.

### Cancellations/Refunds:

- Contact [classes@mobot.org](mailto:classes@mobot.org) or (314) 577-9506 for cancellations/refunds.
- For cancellations more than 5 business days prior to the class, a full refund, minus a \$5 processing fee (or cost of class if less than \$5), will be issued, unless otherwise noted. **Refunds cannot be issued for missed classes or cancellations less than 5 business days prior to class.** A business day is defined as Monday through Friday 8:30 a.m. to 5 p.m., no Saturdays, Sundays, or federal holidays. *Please consider your payment a donation to the Garden.*
- For overnight program refunds, **cancellations must be made at least 2 weeks prior to the program.** Refunds cannot be issued for cancellations less than 2 weeks or missed programs.
- Many classes will allow you to send an alternate participant if you are unable to attend. **Please contact the appropriate site prior to sending an alternate.**
- If the Missouri Botanical Garden must cancel a class, you will be notified and receive a full refund.
- Participants are encouraged to **register early**, as programs with insufficient registration will be canceled approximately 5 days prior, depending on the type of class, before the scheduled start date (overnights: 2 weeks). A full refund will be issued in this case.
- A transfer to another class is handled as a refund and is subject to the above policy.

**Inclement Weather:** Participants should come dressed for the weather. Most classes are held rain or shine. If we are unable to hold a class due to inclement weather, you will be notified.

**Dismissal Policy:** The Missouri Botanical Garden is committed to offering the highest quality educational experience to all its students. To ensure a quality experience, the Garden reserves the right to dismiss any participant for any reason without refund.

**Questions:** For questions and registration process information on classes at all sites please call (314) 577-5140 or e-mail [classes@mobot.org](mailto:classes@mobot.org).

Give the gift of knowledge! Education **Gift Certificates available!** Call Carol at (314) 577-9506.