

## Class Information & Policies

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**Location of Classes:** PLEASE BE SURE TO CHECK THE LOCATION OF YOUR 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 and Material Lists:

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

### Registration End Date:

- Indicates when registration is closed, if the class has met the minimum enrollment.
- Full classes remain open for registrants to be wait-listed. If the wait list becomes extensive, registration will end and the registration end date will be adjusted.

**Accessibility:** For Braille and large print handouts, or additional accommodations, 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. [www.mobot.org/accessibility](http://www.mobot.org/accessibility)

### 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 (NO REFUND FOR LESS THAN \$10), will be issued, unless otherwise noted. **Refunds cannot be issued for missed classes or cancellations less than 5 business days prior to class.** Business day is defined as Monday-Friday 8:30 a.m. to 5 p.m., no weekends 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 (314) 577-9506 prior to the class.**
- 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.

**Recording Classes:** Participant agrees not to use commercially any video, photography or reproduction in any form taken at the Garden.

**Photo Policy:** Participants grant permission to the Garden and its designees to utilize participant's image, likeness, actions, or statements in any form taken during a visit to the Garden or its family of attractions for the purpose of promoting the Garden and its family of attractions in perpetuity.

**Questions:** For general registration questions on classes at all sites, please call (314) 577-9506 or e-mail [classes@mobot.org](mailto:classes@mobot.org). For questions about specific classes at the Shaw Nature Reserve, call (636) 451-3512 x 6007; for questions about specific classes at the Butterfly House, call (636) 530-0076 x 13; for questions about specific classes at the Missouri Botanical Garden, call (314) 577-9506.