



## Canadian Embroiderers' Guild, London

### **PAYMENT INSTRUCTIONS**

#### E-transfer instructions:

1. In order to make an e-transfer, you must have arranged for online banking at your financial institution.
2. Log in to your online banking system.
3. Select **Interac e-transfer** from the available options.
4. Choose which bank account you will use to pay your membership fee or other paid guild event.
5. Enter the amount to be transferred.
6. Enter the recipient email address – [treasurer.ceglondon@gmail.com](mailto:treasurer.ceglondon@gmail.com). If you have not sent money to this address before, then you will need to go through the “add new recipient” process.
7. Enter a security question and answer. Please note that you are required to do this; however, CEG, London has been set up to allow direct deposit and does not require the security question and answer. You will be notified of this when you complete the transfer.
8. Please put your name and any information requested by the event you are paying for, so that the treasurer can easily assign the payment to the correct person.
9. Click **Send Money**.

#### If sending a cheque:

Please make payable to “**CEG London**” and mail to:

Elaine Mahon  
283 Regent Street,  
London, ON N6A 2H3



Canadian Embroiderers' Guild, London

## **SUMMER WORKSHOP REFUND/CANCELLATION POLICY**

CEG, London's Summer Workshop Refund Policy states:

- All requests for refunds must be in writing and received by the Treasurer via email or mail. If received by mail, the postmark will be used as the fee request date.
- Full refunds less \$25 administrative fee up to 45 days prior to workshop.
- 50% refund between 44 and 30 days prior to the start of the workshop.
- No refund after the 30 day final refund deadline.
- Any extenuating circumstances will be reviewed by the Executive separately from the policy.

Cancellation: If a Summer Workshop is cancelled for any reason by CEG, London, (e.g. insufficient number of registrants), a full refund will be issued to all registered participants.