

REGISTRATION POLICY AND PROCEDURES

1. The opportunity to register is first afforded to ADSJ member judges. They will have a two week advanced period in which to enroll beginning on the first Wednesday in February. Registrations received before this date will be returned. Registration forms are distributed in the Fall issue of *The Voice* and on the ADSJ web site, adsj.org.

2. After the third Wednesday in February any remaining seats will be made available to all AKC approved judges.

3. A guest may accompany a registrant to the Institute. However, a guest will not receive course material, attend classes or participate in the practice sessions, except as a handler, or receive a certificate. The additional fee will be: \$200.00 for a guest of an ADSJ member registrant, or \$250.00 for a guest of a non-member registrant. This additional fee will entitle the guest to lodging, a name tag, refreshments, all meals and spectator seating at practice sessions.

4. A registrant is enrolled in a particular group class (e.g. Sporting Group) and will be permitted to attend the breed presentations and practice sessions for that class only.

WAITING LIST POLICY

1. Waiting list deposits will be processed as they are received.
2. Withdrawal from the waiting list with a 50% refund is permitted unless a seat is available.
3. Should a person decline an available seat, the deposit will not be refunded.
4. A full refund will be made if a seat is not available by the start of the program.
5. A person may not be on the waiting list for more than one class, or be on a waiting list while holding a seat in another class.
6. All refunds are made within two weeks after the Institute.