REGISTRATION

- **Pre-Registration is required.** There is NO walk-in or day-of registration allowed.
- **Pre-Registration ends at 5PM on the Wednesday before the scheduled workshop.**
  Interested attendees that missed the registration cutoff may request to be placed on a waiting list. If there is availability in the class, the participant will be contacted by program staff with registration/payment instructions within 24 hours.
- Attendees must attend and participate in all portions of the workshop **AND** a follow-up counseling session with the housing counselor to receive a completion certificate.
- Cost is $40 for an individual or $50 for a household (two co-applicants). Payment must be rendered before the scheduled workshop date. Payment is not refundable or transferable.

DAY OF THE WORKSHOP

- **Children under 18 are not permitted in the workshop.** Please make arrangements for their care. Guests who are not registered to attend the workshop are not permitted.
- Participants more than **15 minutes late** from the scheduled workshop start time will not be admitted and will be asked to return to the next available workshop.
- All participants should bring a pen, paper for taking notes, and be prepared to create a budget of monthly expenses.

AFTER THE WORKSHOP

- All participants will receive their completion certificate at their follow-up counseling session. The counseling session typically takes 1-1.5 hours and an appointment sign-up sheet will be provided on the day of the workshop. Appointment dates usually occur in the two-week period after the date of the scheduled workshop.
- Participants must notify 24 hours in advance if there is a need to reschedule or cancel an appointment. Please let program staff know in advance if you are running late.