



Virginia Cooperative Extension

Virginia Tech • Virginia State University

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Home Food Preservation Workshop Payment FAQs

After you register at <http://bit.ly/VCEFoodPreservation>, submit your payment to reserve your space. There are two payment options: personal check and e-payment.

<p>1. Personal check made out to "Treasurer VT." Write the class date in the memo field.</p>	<p>Mail or drop off during business hours of 8 am and 4:30 pm, M-F: Kathryn Strong Virginia Cooperative Extension Fairfax Office 12011 Government Center Pkwy, 10th Floor Fairfax, VA 22035</p>
<p>2. E-payment with a credit card. Please read these instructions carefully.</p>	<p>Go to Virginia Tech's commerce manager, QuickPAY.* In the fields, enter: Participant(s) name: [your first and last name] Extension Office Location: Fairfax Program Area: Family & Consumer Science Program Name or Number of Program(s) ... : HFP Please Enter Total Registration Fee Due: [\$20/ea or 3 for \$50] Payment Method: Credit Card Click "Continue" to enter your payment information. Print your receipt for your records. <u><i>Send an email with your confirmation number</i></u> to Katie at kstrong@vt.edu. Otherwise, we will not know you've paid.</p>
<p>* Follow QuickPAY hyperlink or copy and paste this URL into your browser. https://quikpayasp.com/vt/commerce_manager/payer.do?orderType=VTVirginiaCooperativeExtension</p>	

Q: How much is the fee, and when is it due?

A: \$20 per workshop or 3 for \$50. Payment is due 48 hours before workshop start time.

Q: What if the workshop is canceled due to low enrolment?

A: Payments will be refunded if workshop is canceled due to low enrolment (minimum 5 / maximum 12 registrants per workshop). Registrants will be notified of cancellations 48 hours in advance.

Q: I've paid but I can't attend the workshop. Can I receive a refund?

A: We can refund fees up to 48 hours in advance. We can't guarantee a refund within 48 hours, because the fees will be used to purchase fresh produce and workshop supplies.

Q: Why is there a cost?

A: The fees are used to pay for workshop food and equipment. VCE does not profit from this fee, other program fees, or charitable donations.