

Class Policies

Registration

- Students must pay a non-refundable deposit of 50% of the posted class fee at time of registration. The balance is due prior to class, but can be paid the day of class.
- All class registrations including the deposit must be received 10 days prior to the first class. If a minimum number of students is registered and there are still seats available, registration will continue up to the time of class.
- If class needs to be cancelled due to low enrollment, you will be notified at least 7 days before the first class. If an individual session needs to be cancelled due to unforeseen circumstances (e.g. weather, instructor ill), you will be notified as soon as possible and that class will be rescheduled.
- If the minimum number of students does not register at least 10 days prior to the first class and the class needs to be cancelled, the deposit will be fully refunded or applied to another class of the student's choice.
- Class deposits will not be refunded for any reason other than that stated above, but a student can find a substitute for their seat without penalty.

Supplies / Materials

- We ask that any brand specific materials be purchased from the shop and you do not substitute. Please arrive to class at least 15 – 30 minutes early to purchase supplies if you have not already done so prior to class.
- Materials fees are in addition to the class fee and are paid directly to the instructor, correct change is always appreciated.
- Class handouts are for students who attend the class. Registrants who do not attend the class will not receive class handouts and copies are a violation of copyright law.

Student Responsibilities

- Only registered students may sit in on class. As such, children or guardians (depending on the class) may not sit in unless they have paid for a full registration.
- All students are assumed to have the prerequisite skills listed on the class sheet. The teacher will only be able to assist students without the prerequisite skills as time allows (this can be very limited). Please make sure you are comfortable with the prerequisite skills listed.
- If pre-work or homework is required for class, please make every effort to have it completed prior to class. Class time is scheduled based on the assumption that students will be ready to proceed from the point of the completed homework. If you need additional help, please visit the shop during regular business hours.

Shop Responsibilities

- The shop will provide a reasonable learning environment including a knowledgeable instructor, access to necessary supplies and an appropriate work area.
- A shop representative will make every effort to contact you if the class or a class session needs to be cancelled for any reason. You are always welcome to call the shop to confirm the class is being held if you have any doubts.