



## **Class Policies**

### **Registration**

- ❖ Class size is limited.
- ❖ Classes must be paid in full upon registration.
- ❖ If necessary, a waiting list will be created, and students will be contacted accordingly. Full payment is due upon notification to secure enrollment.
- ❖ For sewing classes, students may bring their own machine to class. A limited number of sewing machines are available for student use and must be reserved at registration.

### **Materials**

- ❖ Supply lists will be provided at registration.
- ❖ All fabric and yarns used in classes must be purchased from SRT unless the class focuses specifically on using items from your personal "stash" or are supplied by instructor.
- ❖ Supplies must be purchased prior to the start of class.
- ❖ Registered students will receive a 10% discount on supplies and/or tools purchased for a class if registration receipt is presented at time of purchase.
- ❖ Basic tools/supplies needed for class are to be supplied by student.
  - For sewing/quilting classes: shears, seam ripper, ruler, tape measure, marking pencil, paper scissors, needle, straight pins, pin cushion, and thread.
  - For yarn classes: knitting needles/crochet hooks in the size noted by instructor, stitch markers, small scissors, and darning needle.

### **Mechanics**

- ❖ Classes start promptly; arrive 10 minutes before and have supplies and tools handy and ready to use when class begins. Please contact us if you are running late.
- ❖ If no students are present 15 minutes after class start time, the instructor will leave, and class will not be rescheduled.
- ❖ Classes are planned for adults unless otherwise noted.
- ❖ Space in class is limited to registered students. This means no guests (adult or child). Child care is NOT provided.
- ❖ Please silence your cell phone during class.

### **Cancellations**

- ❖ No refund will be given for missed classes or partial classes. In extreme cases, make ups will be at the discretion of the teacher.
- ❖ Store credit will be given only if student cancels registration more than 48 hours prior to start of class.
- ❖ Students will be notified if a class must be postponed due to inclement weather.
- ❖ SRT will close registration for classes with zero enrollment 48 hours in advance.
- ❖ If SRT cancels a class due to low enrollment, inclement weather, or unforeseen circumstances, students may transfer the registration fee to another class or receive a store credit.