



Bookings Terms & Conditions

- To secure your place in a course or workshop we require full payment at the time of booking.
- Payment can be made online at www.northcotepottersupplies.com.au, in store, or over the phone (03) 9387 3911.
- If you are buying a course or workshop as a gift please alert the recipient to the T&C's.
- If you have purchased a class or workshop as a gift it is your responsibility to ensure the recipient is available for the class you have purchased – as outlined below, classes and workshops are not transferrable to another time or date.
- Bookings can be refunded ONLY if at least one week's notice is provided AND there is someone to fill your space. Cancellations made with less than one week's notice will forfeit the full fee, as your booking takes up a space for another student. You may find a replacement to take your place.
- Refunds will incur a 5% transfer and administration fee.
- Class purchases cannot be transferred to another day, time or term.
- Your payment and booking's are not refundable once the class begins, you may not find a replacement to take your place once a class has begun.
- We are unable to offer make-up classes due to our high volume of students.
- A minimum of five people are required to run courses and one-day workshops. Northcote Pottery Supplies reserves the right to cancel a class if the minimum number of bookings is not reached. You will be notified at least one week prior to the class if cancellation is deemed necessary.
- Try the Wheel and Glaze 101 classes are NOT refundable due to the frequency and price point of the class. Please ensure your availability for the session before booking the class.

Requirements

Bring: YOUR OWN TOWEL AND APRON TO CLASS. This is especially important for wheel throwing courses and workshops.

Courses (multiple sessions): Course fees include one bag of clay, decorating materials, firing costs and tuition for the course. We encourage students to utilise only one bag of clay and to reclaim their clay so that they don't run out in class. When collecting work after the completion of the course please bring your own box and packing materials.

Workshops (one and two day): Workshop fees include materials required for the workshop and tuition. Firing is included in workshop fees, unless otherwise stated in the workshop outline. Bring a box to take home work in progress.

Clothing: All course and workshops are hands on, please wear appropriate clothing (that you are prepared to get dirty!), covered shoes are essential.

Firing of work: We take extreme care with your work but accidents do happen and we are unable to guarantee that all your work will be successfully fired.

Work created: Student work takes approximately 2-3 weeks to be fired. Students will be notified by email when work is ready for collection. Items created during a course or workshop will be kept for one month from the day of notification. If work is not collected within this time it will be disposed of to make space for the next term's courses.

Returning students: Students who are returning are eligible for a free weekday Studio Access session valued at up to \$35, valid for up to 6 months past the class date. Students must provide proof of enrolment in the class at time of claiming the studio access.

Refreshments: Tea and coffee are freely available all day. For one and two day workshops there will be a short break for lunch. Students can bring along their own lunch. There are also cafes located on Lygon Street within short walking distance from Northcote Pottery Supplies. All MASTERCLASSES include a light lunch.

Parking: Angle parking is available across the road from Northcote Pottery Supplies. Paid parking is available on Weston St at the Tip Top CarE Park. Be careful not to park in time limited spaces.

Tutors: All Northcote Pottery Supplies tutors have extensive experience in their field and are experienced teachers. Our workshops are designed to cater to a variety of skill levels and all workshops are suitable for beginners to more experienced levels unless otherwise stated in the outline. Our workshop tutors actively seek feedback from participants during class. If you have further questions about our workshops please contact us on 03 9387 3911 or email info@northcotepottersupplies.com.au

Mailing List: When you book into a course with Northcote Pottery Supplies you will be added to our mailing list and be notified of upcoming courses, one-day workshops, masterclasses and special events. You are able to unsubscribe at any time.