

QUILT GALLERY

INTERNATIONAL INSTRUCTORS CLASS POLICY

The Quilt Gallery requires a deposit of 50% of the class fee due at the time of registration. The remaining balance is due 45 days prior to the first day the class begins. If the balance is not received by that date, the reservation will be canceled and the down payment forfeited.

All cancellations prior to the 45 day deadline are subject to a \$100 processing fee. Cancellation by the student after the 45 day deadline will result in forfeiture of all payments made. Payments may be transferred to another class at the discretion of the Quilt Gallery.

If a class is cancelled by the Quilt Gallery due to insufficient enrollment, incapacitation of the instructor or impairment of Quilt Gallery, tuition will be refunded in full. However, Quilt Gallery cannot refund any expenses incurred by students for travel to/from the class.

Class hours are 9:30 am to 4:00 pm, unless otherwise noted. Our classroom will be available from 9:00 am *sharp* to 5:00 pm *sharp* when class is in session. The classroom will be available the afternoon prior to the first day of class for setting up machines and work areas.

Work tables, chairs, irons, ironing boards, cutting mats, design walls and power strip will be provided for use free of charge.

We also provide snacks. In addition, coffee, tea, soda and bottled water are available for purchase. Lunch will be delivered at the students' expense.

Our classroom is open to students of International Instructors on Monday and Tuesday immediately following the last day of class. Students may use the classroom to continue working on class projects free of charge. If you are interested, please let us know at time of registration or while class is in session.