



## Ocean Wave Quilters

### Policy: Class and Workshop Guidelines

#### General Information

Space is limited and workshop registration is on a first-come, first-served basis. Registration fees help offset the costs we incur when hosting out-of-town speakers or instructors, but more importantly, classes and workshops offer our members wonderful opportunities to learn new techniques and improve their quilting skills. Some will be project-oriented where attendees will work on a specific project that the presenter has designed, while others will be process-oriented where attendees will learn techniques without necessarily having a project to complete.

#### Workshop Registration

Payment must be made in full at the time of registration for a class or workshop. To obtain the member price, a student must have been a member of Ocean Wave Quilters for at least two months. If member sign-ups are low (30% or less of the number of students the instructor will take and space allows) during the first month, the class will be opened up to non-members. Non-members will pay the higher fee.

Class/workshop fees are set based on the instructor's class fee and will be on a sliding scale from \$25 – \$50 for guild members, \$75 - \$100 for non-members. There may be an additional materials or pattern fee set by the instructor. Materials/pattern fee will also be paid at the time of registration, unless otherwise specified. The instructor's travel, housing and meals will be paid by the club.

#### Cancellations and Refunds

Full refunds will be provided for all workshops cancelled by the guild. For a full refund of registration fees for workshops that have not been cancelled by the guild, the Education and Special Events Committee Chairperson must be notified 14 days prior to the date of the workshop.

Less than 14 days prior to the date of the workshop, a full refund will be issued only if the seat can be filled from a waitlist or if the reason for cancellation is caused by special circumstances such as family emergency, health issues or illness. The Board will review and vote on these special circumstance cases. A waiting list will be maintained by the Education and Special Events Committee Chairperson for all classes. "No-shows" will forfeit the workshop fee in its entirety. If class patterns or supplies have been lost, students will need to purchase again at full price.