

CLASS/WORKSHOP REGISTRATION POLICY

- Only members in good standing are allowed to sign up for classes and workshops.
- Attendance to a workshop is on a first come/first serve basis determined by payment of registration fee and postmark date.
- There may be a waiting list after the number of students requested by the teacher is met and the class is full.
- As of this writing, payment is by check or money order only, mailed directly to the Education Chair of the Hawaii Quilt Guild; checks must be made out to the “Hawaii Quilt Guild.”
- Members will be notified by the Education Chair when their check is received.
- Members on a waiting list and who are unable to enter the class will have their check destroyed or returned, member’s choice.
- Members who register for a class in time will be added to the class list and will receive all the supply lists, links, notifications, etc. from the instructor.
- If a member is unable to attend a class they are registered for, they will be responsible for filling their spot in the class. However, members will be assisted in finding someone to fill their slot by the Education Chair, who maintains the waiting list.
- If a member is registered for a class and is not able to attend, they will not get a refund unless replacement for that member can be found for that class.
- If a member is replaced on the class list, their money shall be refunded, and the new member will be charged. This new member will receive the supply list, links, etc. for the class.
- If there were patterns, kits, etc., for the replacing member, they will be treated on a case-by-case basis.
- Any member attending a class is strictly prohibited from sharing patterns, kits, links, etc. given to them as part of their class attendance; the same applies to members unable to attend a class.
- Members must let the Education Chair know at least 72 hours before the start of the class if they need to cancel and are unable to attend the class for which they are registered.