

Hawaii Quilt Guild

Class/Workshop Registration Policy

- Only members in good standing are allowed to sign up for classes and workshops.
- Class/workshop attendance is on a first come/first served basis determined by payment of registration fee and postmark date, if applicable.
- 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 cash, check or credit card at the meetings or mailed to the Education Chair of the Hawaii Quilt Guild; checks must be made out to the "Hawaii Quilt Guild." Credit card payments will include a surcharge.
- If mailed, members will be notified by the Education Chair when their check is received.
- Members on a waiting list and who are unable to register for 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 or the Education Committee.
- If a member is unable to attend a class they are registered for, they must let the Education Chair know at least 72 hours before the start of the class to be eligible for a refund, if less than that, the member will forfeit the class fee.
- If a member is unable to attend a class they are registered for, they will be responsible for filling their spot in the class. The member may contact the Education Chair, who maintains the waiting list for assistance in finding someone to fill their slot, however, it is ultimately the member's responsibility. If they are able to find a replacement, the member that replaces them will pay them directly for the class. This new member will receive the supply lists, links, etc. for the class.
- If there were patterns, kits, etc., for the member being replaced, 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.