

# STORE POLICY

**RESERVATIONS:** You must pre-register for all classes. Classes are reserved on a first-come basis. Only payment in full of a class will reserve a spot in the class for you. You may call the store and register for classes over the phone with a credit card or come into the store to register in person. It helps the classes make if you sign up as early as possible.

**MAGIC NUMBERS:** We will cancel a class if less than the minimum number of students required is not met five (5) days prior to the beginning of class. If we must cancel, you can choose to either: (a) receive a refund of your class fee, (b) apply the amount towards another class, or (c) receive a store credit.

**REFUNDS:** Your class fee is refundable or transferable up to seven (7) days prior to the first time the class meets.

**SUPPLIES:** We would appreciate it if you purchase your class supplies from Sew Contempo. To encourage this, we offer a 15% discount on class supplies. This discount remains valid as long as the class is meeting. Please ask for your class supply list when registering for classes.

**VISITORS/CHILDREN/CELL PHONES:** Please do not bring visitors or children (under 18) to class. As a courtesy to the teacher and the other students in class, please keep your cell phone off or put it on vibrate. You may always give the store number to anyone needing to reach you in case of emergency.

**MARK YOUR CALENDARS!** Make note on your calendars of all classes you signed up for. It is at the teacher's discretion whether they make a reminder call prior to class. If there is a change or the class is cancelled, we will make every attempt to contact you.

**EQUIPMENT:** Most sewing/quilting classes require a sewing machine. Please make sure your machine is in good working order and you are familiar with the machine prior to class. Remember to bring your power cord, foot control, accessories, and owner's manual.

We do offer machine rentals if you can't bring a machine to class. Please inquire when registering for class. For software/guide classes requiring a laptop, please be familiar with your laptop and have the required class software loaded and functioning prior to classes. Remember your power cord and security device (dongle) if needed to run the software.

**BE ON-TIME!** Classes will start promptly – please arrive 10-15 minutes prior to class to set up and be ready to go when class starts.

Lots of policies, but this helps to make the classes more enjoyable to the students and the teachers. We look forward to seeing you in class!