

Viking Sewing Center Fee Class Registration

Name		
Parent (Needed for under 18 yrs.)		
Street		
City	Zip Code	
Home Phone	Work Phone	
E-mail Address		
Class	Fee	
Teacher	Date	Time
My Sewing Machine is: _____ <input type="checkbox"/> I will need a Machine		

CLASS POLICY: You may register for classes in person or by mail. Registration must be accompanied by payment in full. [Cash, check(made payable to teacher)] If registering by mail send a SASE for supply list. Class fees will be refunded only if class is cancelled, or notice of non-attendance is given no later than 7 days before class date. In the case of low registration, classes will be cancelled. 10% discount* given on class supplies. Children or visitors cannot be accommodated during classes. Subject to change without notification. **Please verify dates and times. All classes are held at our Cupertino store unless otherwise noted.**

STORE POLICY: *Children attending classes at Viking Sewing Center must be accompanied by an adult to and from class (inside of store). We cannot send children to the parking lot alone. Any changes by parents must be in writing and on file at the store. Parents please be prompt in the drop-off and pick-up of students. We are not equipped to provide childcare until you arrive.*

Call one of our Cupertino store if you have questions. Thank you.
10071 East Estates Dr • Cupertino • CA • 95014 • (408) 255-6646
E-mail: sewviking@sbcglobal.net

FOR STORE USE ONLY

Salesperson: _____	<u>Method of Payment</u>	<u>Cancellation Info</u>
<u>Supply List</u>	<input type="checkbox"/> Cash	<input type="checkbox"/> Student Cancelled
<input type="checkbox"/> Needs Supply List	<input type="checkbox"/> Check	<input type="checkbox"/> Teacher Cancelled
<input type="checkbox"/> Received Supply List	<input type="checkbox"/> Visa	<input type="checkbox"/> Transfer fee to new class.
	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Refund fee
	<input type="checkbox"/> Discover	

Dear Student,

Thank you for downloading our Class Registration for form for Fee classes.

1. Please check with our Cupertino store before sending in registration.
2. Please fill out form completely and please print legibly.
3. Please read our Store and Class policies.
4. Please note that class registration is a first-come-first-registered basis. So if you really want the class then it is best to register in person at our Cupertino store.
5. Students are not placed on the class list without completed form and full payment.
6. **You must include a self-addressed stamped envelope** so that we may send you your supply list and any special instructions. Please include an extra stamp in case more postage is needed to send supply lists. The stamp will be returned if not needed.
7. We cannot email you supply lists at this time.
8. Please send check, cashier check or money orders only. Do not send cash. We cannot accept credit cards.
9. Make Checks Payable to teacher– Please call for that information
10. AdultSew, TeenSew and KidSew classes require that our sewing machines be used.
11. Please direct all questions to our Cupertino store.

Send Registration form, check & SASE to:

**Viking Sewing Center
 Attn: Class Registration
 10071 East Estates Drive
 Cupertino, CA 95014
 408.255.6646**