

Viking Sewing Center Class Registration

Name	
Parent <i>(Needed if student is under age 18)</i>	
Street	
City	Zip
Home Ph.	Cell or Work Ph.
E-mail	
Class	Fee
Teacher	
Class Date (s)	Time
My Sewing Machine is:	<input type="checkbox"/> I will need a machine

I have received Class Policy

Initial or Signature

FOR STORE USE ONLY

SALES ASSOCIATE: *Students must use store class machines for: Adults Get Started Sewing, AdultSew, KidSew Sewing Machine Basics, KidSew, KidSew Camp. This may also apply to other classes.

** If student has purchase a machine from us they may qualify to use their own machine during class. Proof of purchase is required. This must be approved by the teacher or Kim Landgraf*

Salesperson _____

Date _____

Method of Payment

Supply List

Cancellation Info

<input type="checkbox"/> Cash	<input type="checkbox"/> Received Supply List	<input type="checkbox"/> Student Cancelled
<input type="checkbox"/> Check #	<input type="checkbox"/> Received Class Policy	<input type="checkbox"/> Teacher Cancelled
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Needs Supply List	<input type="checkbox"/> Transfer fee to new class
	<input type="checkbox"/> Returning Student	<input type="checkbox"/> Refund Fee/ Date Ret.

web

Dear Student,

Thank you for downloading our Class Registration form for Fee classes. **Keep this half for your records.**

1. Please check with our San Jose store before sending in registration.
2. Please fill out form completely and please print legibly.
3. Please read our Full Store and Class policies. Please sign form as having received the policy. Full policy is on our website: www.sewviking.com
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 San Jose store. Mail-in registration is not a guarantee that you will be in the class.
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– Check calendar for this info or call.
10. AdultSew, TeenSew and KidSew classes require that our sewing machines be used. Please direct all questions to our San Jose store. Phone: **408.298.5696**
www.sewviking.com

Send Registration form, check & SASE to:

Viking Sewing Center
Attn: Class Registration
1232 Lincoln Avenue
San Jose, CA 95125

Viking Sewing Center Class Policy

CLASS POLICY: You may register for classes in person, or by mail. Registration must be accompanied by payment in full. *Cash or check (made payable to teacher. Please note that our teachers are independent contractors and cannot accept credit cards). ¹Class fees will be refunded only if class is cancelled, or notice of student withdrawal is given no later than 7 working days before class date. In the case of low registration, classes will be cancelled. ¹10% 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 Thank you.

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.*

¹Full Policy at www.sewviking.com

**Certain restrictions apply.

*Credit cards are only accepted for Viking Sewing Center sponsored classes.

Class: _____

Class Date: _____

Class Time: _____

Fee: _____