

## Viking Sewing Center Fee Class Policy

### Registration

All classes are held at our San Jose store unless otherwise noted. Call our San Jose store 408.298.5696 if you have questions. Please verify dates and times.

- 10% discount given on class supplies\*\*.

\*\*10% discount will be given on non-discounted items, does not apply to already discounted items; sewing machines, software, sergers, cabinets, repairs, and gift certificates or "total" purchases under \$10. In order to receive the discount proof of registration is required.

- Registration for these classes must be made in person or by USPS mail.
- Supply lists are only sent when registering via mail and a Self Addressed Stamped Envelope has been included with registration.
- We do not accept email registrations.
- Registration must be accompanied by payment in full. We do not reserve space until payment is made.
- Cash or check (made payable to teacher) - Teacher information is located on our website: [www.sewviking.com](http://www.sewviking.com) (Classes or Calendar tab)
- We do not accept credit cards unless otherwise noted in course description.

### Cancellations

Class fees will be refunded only if class is cancelled by teacher, or notice of student withdrawal is given no later than 7 business days before first class date\*. *i.e. Class starts on Monday the 12th you must cancel no later than Saturday the 3rd.*

- You MUST call or come into our San Jose store. Do not leave a message. You must speak with one of our employees letting them know that you are withdrawing from a class.
- You cannot cancel via email.
- It is the student's responsibility to cancel 7 business days prior to start of class.
- Please note that most of our teachers are independent contractors. They pay for the classroom space. Because of this if you miss a class it cannot be made up.
- Refunds and / or make-ups for missed classes are not given.
- If the teacher must miss a class for any reason they will be responsible for setting a time for the make-up, or will provide you with a refund for the time they were unable to hold the class.
- In the case of low registration, classes are subject to cancellation.

### Additional Policy

- \*Special Events and certain Specialty classes may have a different cancellation policy.
- Children and / or visitors cannot be accommodated during classes.

### Children attending classes at Viking Sewing Center

1. Children (ages 16 –not yet able to drive- and below) 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.
2. Parents please be prompt in the drop-off. We ask that you not arrive any earlier that 10 min before class start time. We cannot accommodate student drop-offs before teacher is scheduled to arrive. Teacher is required to be in classroom 15 minutes before the class starts.
3. Arriving on time allows the student to receive the full benefit of the class. Teacher cannot stop the class to catch late student up.
4. Prompt pick-up of students. We are not equipped to provide childcare until you arrive. We reserve the right to impose a fee on late pick-ups. Charge is \$1.00 per minute and starts with our clock. We must pay our employees extra to keep the store open after hours.

QUESTIONS REGARDING OUR POLICY:

Call Kim Landgraf at 408.298.5696

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1232 Lincoln Avenue • San Jose CA 95125