**COASTAL QUILTERS CLASSES POLICY**

Updated November 2022

Booking, Payment and Confirmation of a Class

* Classes are to be offered to Coastal Quilters members first.
* To secure a place within a class, the fee is to be paid in full at least four weeks prior to the class.
* For a class to go ahead there must be a minimum of nine attendees.
* Confirmation of the class going ahead will be made four weeks out from start date.
* Needs lists for the class will only be provided upon receipt of full payment for the class.
* Once a class is full, a waiting list will be compiled with the name and contact details of those interested.

Cancellations and Refunds

* The class liaison person must be informed asap of any cancellations.
* The class liaison person will confirm replacement names and will give preference to those on the waiting list.
* Fees will only be refunded where a replacement person is found.
* Refunds will not be given for non-attendance.
* In the case of illness, refunds will be considered on a case by case basis.

Class Cancellation

* In the event of a class cancellation all fees will be refunded.
* If a cancelled class is rescheduled preference will be given to those who had previously enrolled.

Class Complaints

* Complaints should be raised in writing and sent to the class liaison person or the President.

Class Fees

* Fees for classes run by local and national tutors are charged at $40 per day for full members, $55.00 for non members.
* Fees for classes run by overseas tutors will be charged at the advertised rate, as determined by the committee.