

Class Policies & Courtesies

Registration:

Pre-registration is required for all classes. Class fees must be paid in full at time of registration in person, by mail, or phone. Students may be kept on a waiting list until time of payment or a space becomes available. QT will do our best to notify you when openings or class additions are made available and will accept registrations on a first come, first served basis.

Supplies & Discounts:

Class supply lists are available at QT. On the day you register and through the duration of your class, we offer an ongoing 10% discount on all supplies for your class project. Please note that the 10% discount will not be honored after the last class session for "finishing" supplies (batting, backing, binding, etc.) – please plan ahead.

Cancellations:

Please make every effort to attend classes. Our teachers commit to us well in advance with fees based on a minimum number of students. We appreciate your understanding of the relationship between teacher contracts and the following cancellation policy:

Student Cancellation:

- ❑ QT offers no refunds for "no shows" or cancellations made less than 10 days before the class start date.
- ❑ If for any reason you need to cancel your class more than 10 days before the class start date, QT will issue a refund in the form of store credit minus a \$20 cancellation fee. If you are able to "substitute" another student, the \$20 cancellation fee will be waived. (We welcome substitutions, just please let us know.)

QT Cancellation:

- ❑ In the event of inclement weather or low enrollment (minimum of 3 students, 3 days before the class start date) QT will notify students of class cancellation or re-scheduling. QT will issue a full refund of your class fee in the form of the original payment or store credit.

Courtesies:

Feel free to bring snacks, lunches, or dinners. We will allot time for breaks during our full day classes, but you certainly may stop during any class to refuel!

Please make other arrangements for babies/children and visitors.

We respectfully request you refrain from wearing fragrances or smoking immediately before or during classes. Some of our students are allergic to scents or smoke which become magnified in close quarters.

Please arrive 10 to 15 minutes before class begins to set up your sewing machine and work area to help class begin promptly.

Bring a sewing machine you are comfortable with and that is in good working order, with accessories, foot controls, power cord, and manuals. Please familiarize yourself with threading, winding bobbins, selecting stitches, changing needles and accessories, and adjusting tension, stitch length and width. If you need assistance with your machine, please come to QT in advance of your class so we may assist you or point you to someone who can help.

Please limit the use of cell phones & pagers.

Please purchase fabric ahead of time for pre-washing, pressing, and pre-cutting.

When classes are taught from books, patterns, or magazines, each student must purchase their own to avoid copyright violation. Let's support our talented pattern makers! Please do not photocopy class handouts.

Thank you for choosing our classes! Enjoy!