

## THE SEWING STUDIO TORONTO REGISTRATION DETAILS

Your registration in a class or program is not confirmed until you have completed the online registration process and submitted a deposit. Attendance in a class is by pre-registration only. We do not allow for walk-in registrations during the first day of a class.

If you would like to register for a class that has already begun, please contact us at [info@lovesewing.com](mailto:info@lovesewing.com).

**Deposit:** A nonrefundable deposit is required to hold your spot for a class. Deposits are payable online by credit card. Payments by cash or cheque are acceptable by mail or you can drop off your deposit at the studio during Free Studio Time on Wednesdays or Sundays from 2 to 6 pm. Should we need to cancel a class, a full refund will be provided or you can choose to have your deposit credited toward another class.

**Payments:** The balance of your payment is due on or before your first day of class. If you choose to pay your balance prior to the start of class, you can pay by credit card, cash, or cheque. If you choose to pay during the first day of class at the studio, we can accept cash or cheque only. (Cheques can be made payable to The Sewing Studio.)

**Missing a class:** If something prevents you from attending your scheduled class, we may be able to accommodate you on another day that same week. **You must fill out the Missed Class form at [www.lovesewing.com/misdedclass](http://www.lovesewing.com/misdedclass) BEFORE the day/class you will be missing.** We will contact you via email to schedule a make-up class.

- Because instructors follow regimented course outlines, you must make up a missed class within that same week.
- You can not change classes more than **twice** in an eight- or seven-week session.
- You can not change classes more than **once** in a four- or five-week session.
- Due to limited seating, The Sewing Studio may not be able to accommodate your class change.
- Missed classes can not be refunded or transferred to a future session.

**Holidays and weather:** Classes at The Sewing Studio run as scheduled and are not cancelled on holidays or as a result of weather conditions. If there are any changes to your class, you will be contacted by phone or email. (A makeup date for holidays can be arranged for kid and teen classes as desired by the student majority.) Please note that we do break for two weeks around Christmas and New Year's Eve.

**Walk-in and late registrations:** We welcome walk-in registrations at 1225 Yonge Street on Wednesdays and Sundays from 2-6pm, however, your registration must be made (and the deposit paid) at least five days before the start of a class. Walk-in registrations during the first day of class will not be accepted. If you are interested in registering for a class that has already started, or if you were unable to register prior to the first day of class, please email [info@lovesewing.com](mailto:info@lovesewing.com) or call 416.901.0758 to get yourself registered before the second week of class. We will try our best to make arrangements for you to make-up the first class you missed.

**Cancellations (before class begins):** If you are unable to attend the class in which you are enrolled, you must let us know at least 7 days before the class' scheduled start date. At that point, you can either have your deposit sent back to you (less a \$25 administration fee), or you can put the full deposit amount toward another class or future session. If you register for a class or program within one week of the scheduled start date, or if you cancel your attendance within one week of the start date, no portion of your deposit will be returned to you.

**Refunds (after class begins):** There will be no refund given if you are not able to continue with your class at The Sewing Studio.

**Make-up classes:** If you would like to take a particular lesson a second time, or if you missed a class that you would like to redo, you can join us in a future session and pay a \$20 make-up fee. Email us at [info@lovesewing.com](mailto:info@lovesewing.com) to make arrangements. Space is subject to availability.