

Welcome to Sew Trendy Studio's REGISTRATION FORM

I am pleased to welcome you to the Sew Trendy Studio's sewing programs. If you have any question prior to the start of classes please feel free to contact me at: www.sewtrendystudio.com or 781-665-0997

Please fill out the entire form and send in with class fee to register.

Name/Student _____

Parent/Guardian (if under 18) _____

Address _____

Phone number H- _____ Cell- _____

Emergency contact Name & Phone: _____

Email _____

Do you wish to join the mailing list Y _____ N _____

Class/Workshop

Name: _____

START DATE: _____ DAY: _____ Time _____

Cost: _____

Student's AGE & date of birth: (month/date/year) _____

Allergies: _____

How did you hear about Sew Trendy Studio? _____

Referred by _____

ALL CLASSES/WORKSHOPS ARE NON-REFUNDABLE. Payment in full required to register for all classes and workshops. *6 week beginner class, student **must attend all of the first 3 classes**, failure to do so will result in the student unable to continue the class (WITHOUT REFUND) unless a private lesson is arrange (if available) prior to the next scheduled class, make-up classes/or workshops are not permitted for late arrival or early departure of class or workshop.

We, the undersigned, agree to hold Sew Trendy Studio harmless for any accident that may occur to my child or me while attending classes. We understand the sewing instructors will do their best to prevent accidents from happening.

Periodically, We photographs/video tapes program participants for promotional use. If a student or their guardian does not wish to be photographed, please let us know via email, otherwise we assume that we have your permission upon signature of students registration.

Please make check payable to Sew Trendy Studio. Mail to: **Sew Trendy Studio 535 Franklin St. Melrose Ma 0217**

I have read and agree to all policy (front and back of registration form) and procedure of Sew Trendy Studio

Signature: _____ Date _____

Sew Trendy Studio Policy and Procedures
ALL CLASSES AND WORKSHOPS ARE NON-REFUNDABLE

Please check your calendar carefully before committing to a class enrollment.

- We appreciate as much notice as possible for cancellations. Cancellations must be made no later than **4 days BEFORE** the date of your class/workshop, in order to receive a class credit. Failure to do so means forfeiture of your class/workshop fee. If arrangements are made *before* the deadline, students may transfer fees, as a credit, to another class (subject to availability).
- There are ***no make-up classes for any classes/workshops missed***. If you miss **one** class in a series (*Beginner classes or Adult apron class for example*) you may not be able to continue with the series without first scheduling a private lesson (\$40 per hour) to get caught up. Please keep in mind that Private Lessons are not always available.
- **6 Week Beginner Class-** All students **must** attend the first 3 classes as scheduled or they will not be able to continue with the session unless you schedule a private lesson (\$40 per hr) prior to the next scheduled class. This is for the benefit of the your student and the students in the classes. We review the sewing machine operation, threading, and basic sewing techniques during these classes **ONLY**.
- All students must fill out a registration form. **No student is guaranteed a spot unless we receive payment and registration form. NO EXCEPTIONS.**
- **INCLEMENT WEATHER** We will be open for regular scheduled classes. We do not follow public school closing schedules. Though we are open for business, students are not obligated to attend. Attending a regularly scheduled sewing program is at the discretion of the parents. We will contact parents via email in the event conditions warrant us to close our studio.
- Sew Trendy Studio reserves the right to cancel the enrollment of any child who becomes uncontrollable or violates safety rules without class refund or credit.
- The studio has the right right to cancel classes due to low enrollment. If you already registered, you will receive full refund.
- We take picture of all students after projects are completed. If you wish not to have your child or yourself photographs or video tapes (example: FaceBook, website, photos, or newspaper articles) or other promotional use, please let us know via email, *otherwise we assume that we have your permission upon signature of students registration form.*
- **Waiting Area:** For the benefit of your students safety and learning environment, we recommend that you drop-off and pick-up only. Waiting in the waiting room while class in session can be a disruption for all students
- No make-up classes allowed for any student that arrives late to class or departs early. Please make sure your student know that they are leaving early, no student will be allowed to leave till their sewing station is cleaned up. Instructor will not be responsible of making sure student is ready when you arrive so arrive.

OFFICE ONLY

Date of payment: _____ Payment: _____ Check # _____

Balance _____ Due Date _____