

Class Skill Levels

Level 1 – No to very little experience needed. Class will teach the use of tools or products in the class description and most supplies will be pre-cut or easily prepared in class.

Level 2 – Basic experience. Student must be familiar with the **basic** use of tools listed in class description. For paper crafting classes this includes being able to read a ruler and cut with a paper trimmer to ¼" measurements.

Level 3- Some Experience. Student is familiar with the **basic** use of tools listed in class description. For paper crafting classes this includes being able to read a ruler and cut with a paper trimmer to 1/8" measurements. Class may move at a moderate pace to complete in scheduled time frame.

Level 4 – Very Experienced. Student is familiar and **proficient** with tools listed in the class description. For paper crafting classes this includes being able to read a ruler and cut with a paper trimmer to 1/16" measurements. Class will have multiple steps/techniques and move at a moderate pace.

Class Registration Policy

- Payment for classes is due at time of registration. Class spot is not guaranteed until payment is made. Putting a class on hold does not confirm your class spot.
- Class attendees **should not** sign up for a class beyond their skill level unless they get approval from the instructor **prior** to signing up (see Class Skill Levels).
- Class attendees **must** bring along the tools and supplies as listed in the class description. Sharing of supplies with another class

attendee is discouraged and can greatly slow down a class. Class descriptions are posted in the store with the class sample and are also available on the store website. Most supplies for classes can be purchased at the store. If you plan on purchasing supplies the day of class, arrive early and have your purchases made prior to the class start time. Class attendees receive a 10% discount on purchases the day of class.

- Per the Instructor's discretion, any student showing up to class without the required supplies or meeting the posted skill level may be asked to just observe the class and be sent home with a class kit to complete on their own time, this kit may or may not include bulk supplies provided by the instructor or written instructions/pictures. No refund of class fee will be given to those coming to class unprepared.
- Customer Class cancellation/refund policy – Cancelling attendance of any class prior to 72 hours to the class will be issued a full refund in the form of a store credit. Cancelling attendance less than 72 hours prior to the class will receive 50% of the class registration fee or the option to take a class kit. Note: this optional class kit may or may not include bulk supplies provided in the classroom setting and/or written instructions or photographs. Class kit will be available for the customer to pick up at the register the day after the class was held.
- No-show class policy – Customers not showing up for a class they have registered for will have class kit left for them by the Instructor. Note: this class kit may or may not include bulk supplies provided in the classroom setting and/or written instructions or photographs. Class kit will be available for the customer to pick up at the register the day after the class was held.
- Instructor Cancellation of a Class – Should an Instructor need to cancel a class for lack of sign-ups, the Instructor will contact any students registered for the class at least 72 hours prior to the class via phone. Should a class need to be cancelled or rescheduled due to an emergency, the Instructor will make arrangements for students to be contacted ASAP. Refunds for these cancellations will be issued a 100% refund in the form of a store credit.