

Guild Policies For Guild-Sponsored Workshops

1. You must pay for the class at the time you sign up.
2. One check per class.
3. If you need to cancel, you must give at least 31 days notice in order to get a refund. No exceptions. Our Guild is legally bound to pay for our teachers if we do not cancel 30 days or more in advance of the workshop date. If you sign up for a class and don't find out you cannot attend until after the 30 days, we cannot refund your money, because we still must pay the teacher for your spot in the class.
4. If you pay with a check and do not attend, your check will still be deposited. If you cancel the check or if, for other reasons, the check is returned there will be a bounced check fee assessed, along with the full amount of the check.
5. You may not cancel your check to avoid paying for last-minute class cancellations. This practice could result in putting you on a cash-only basis.
6. If a class is full, we will establish a waiting list on a first come, first served, basis. If someone in the class unexpectedly cannot attend, Programs will notify the next person in line on the waiting list. If it is 31 days or greater, we will refund their money and collect from the next person on the list. If it has been 31 days or less, we will not refund the class fee. Programs will give that person the name of the next person in line on the waiting list; it will be up to them to work out the finances between them, assuring that Programs is aware of the change.
7. When there are required tools, notions, patterns, etc. sold in advance of the class, a separate check will need to be made out to the teacher of the class, not to the Guild.
8. Classes cost \$45 and are usually held either at Sierra View Country Club or the Raley's Event Center in Granite Bay. Classes taught by non-speaker members cost \$5.