

## ACT Embroiderers' Guild Classes Policy

### **Purpose**

The Guild is committed to the education of its members to fulfil the objectives as set out in the constitution, specifically:

- educational activities,
- maintenance of high standards
- interchange of ideas.

### **Implementation**

To fulfil its educational goals, the Guild will present a range of courses/ classes each year for the benefit of members, and where possible, be open to the public.

### **Co-ordination**

The Guild will appoint one or more Classes Co-ordinators (CC) to schedule and organize classes. The CC's responsibility includes initiation of new courses, negotiation to engage suitably qualified tutors, booking of room for the class, contact with participants on class requirements/ payments etc and management of the class on the day.

### **Class approval**

All classes must be approved by the committee prior to any further action by the CC. Class can be approved outside of committee meetings. To arrange approval the CC must provide the committee with all class details, including:

- Student fees
- Maximum number of students in the class
- Dates
- Tutor name, fee and anticipated travel/ accommodation costs
- Third party details and responsibilities (if any)
- Other ancillary costs
- Number of students required to avoid cancellation
- Comms working group engagement

### **Tutor contract**

After approval by the committee, the CC must arrange for a signed contract between the Guild and the tutor. The contract will include the circumstances under which we will cancel the class. The signed contract will be stored at the ACT Embroiderers' Guild premises.

### **Third party contract**

Where a tutor is being contracted in association with other groups/ businesses (third party), a contract will be signed with those businesses prior to the classes being advertised agreeing the costs to be covered by each of the parties (specify the exact amounts), and that if they are unable to continue with the class, they need to cover their share of the costs, or any shortfall if one of the other parties is able to hold the class. The signed contract will be stored at the ACT Embroiderers' Guild premises.

**Note:** Tutor and third party contracts must be signed prior to advertising.

**Class fees**

The cost of employing tutors will be recovered by charging participants a fee, with rates suitably discounted for Guild members. The student fees will be determined to ensure the classes will recover costs and make a profit if fully attended. Members of other Embroidery Guilds will be charged the member cost.

**Enrolment**

Intending participants in a class will complete an enrolment form and forward it to the treasurer in person, by email or mail. 50% of the student fee is payable on enrolment as a non-refundable deposit, and the balance three weeks before the class. Enrolments made within three weeks of the class must be paid in full. For any given class, enrolment is open for as long as possible, subject to the teacher's requirements.

**Cancellations**

A class may be cancelled three weeks prior to commencement date (or earlier by tutor's request) if the break-even number of enrolments for the class is not reached.

**Refunds**

A refund will be given if:

1. insufficient enrolments are received
2. a class is cancelled by the tutor
3. a participant can arrange for another fee-paying person to attend in their place, or someone is able to attend from a waiting list; or
4. the participant applies in writing for a refund stating the reason. The Treasurer and CC will make a recommendation to the committee regarding a full or partial refund.

If a refund is being obtained under Criteria Four, a cancellation fee of up to 20% of the class fee may be withheld, to cover administrative costs.

**Class feedback**

At the end of each class the CC will provide class participants with the Class Feedback form. Completion of the form is not mandatory. The Guild will use the feedback to improve how future classes are conducted and to provide feedback to tutors.

**Participants**

Class participants are expected to abide by guild policies and code of conduct.