

## **THE GREEN NEEDLE REGISTRATION POLICIES**

### **Registration Information:**

- Please register early for classes, as we require time to prepare kits and class handouts.
- You do not need to bring your own sewing machine to class. Sewing machines, needles, thread, etc. are included in the admission price.
- Please read the prerequisites in the class descriptions to ensure that you meet the level required for the class material. If you feel you may not meet the prerequisites, don't hesitate to contact us for clarification and help selecting a class.
- Unless stated otherwise, classes and workshops that are listed here are for adult participants. Visitors, including infants and children are not permitted in classes or workshops.
- You may register for classes online, or over the phone (613-617-4042)

### **Cancellation and Refund policy:**

- Written notice of cancellation may be processed with a full refund (minus a 10% admin fee) two weeks prior to the course starting. Cancellations received 1 week prior to the course are eligible for 50% refund unless there is a wait list for the course. Cancellations within the final week prior to the course are non-refundable unless there is a wait list for the course and the course can be run with full attendance.
- In the rare event that our minimum class enrolment is not met, we reserve the right to cancel the class. Classes with insufficient registration will be cancelled with 72 hours notice given to those who are registered in the class. In cases where we cancel a class, students will be offered a full refund of the registration fees.