



The Embroiderers' Guild NSW Inc.

Policy for Workshops, Schools and Courses

PURPOSE:

To outline how The Embroiderers' Guild will manage Workshops, Schools and Courses.

POLICY:

- The Management Committee, via the Education Team will offer an annual programme of courses, workshops and schools.
- All educational programmes are available to the general public at a standard fee and to members at a reduced Member only fee.

PROCEDURE:

Advertising

- Courses, workshops and schools will be advertised in The Record and other media from time to time stating
 - Title
 - Dates and Times
 - Tutor
 - Fees
 - Due date for full payments of fees
- A due date for final payment should allow a lead time of 4 weeks prior to the commencement of the workshop (if only one day) or the first workshop of the series, except for special events when the lead time will be 6 weeks.

Enrolment and Payment of Fees

- Bookings can be made by mail, email, telephone or in person.
- Enrolments must be accompanied by either the full payment or a non-refundable deposit of \$30.00 per day of workshop.
- Fees can be paid in person, by credit card or by direct debit to the Guild's bank account by arrangement.
- Workshop requirements will be sent out four (4) weeks prior to the workshop commencement together with a reminder that all fees are now due and payable.
- The place of any student who has not paid the full fee by the 'payment due date' may be taken by a student on the waiting list.
- For modular courses, notice will be given for immediate payment prior to the place being taken by a student on the waiting list.

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- If a workshop is over-subscribed before the second Monday in the month after the workshop is first advertised in the Record, then a ballot for places will take place. All applicants will be advised of the result and unsuccessful applicants will be placed on a waiting list in case of cancellations and any monies paid will be refunded in full.
- Late enrolments will be accepted with full payment if places are available.

Cancellation

- If a workshop is cancelled by the Guild all fees paid by the student will be refunded.
- If a student withdraws from a workshop before the 'payment due date' then a refund will be given minus the non-refundable deposit.
- If a student withdraws from a workshop after the 'payment due date' then there will be no refund of fees unless the student's place can be filled from the waiting list.
- In extenuating circumstances, a written request may be made to the Management Committee for a fee refund. This must be received within one month of the withdrawal.

Deferral of Course Enrolment

- A student may, under extenuating circumstances apply by written application addressed to the Education Co-ordinator for deferral from enrolment in a course.
- The application must be submitted using Form EMBF01: Application to Defer Studies in a Course.
- All requests will be reviewed and decided on by the Management Committee at the next Committee Meeting and the decision will be final.
- Written notification of the decision will be forwarded to the applicant within 5 working days of the Committee decision.
- Notification will include
 - the length of the deferral granted (up to two years)
 - when the course or relevant course module is currently scheduled to next commence
 - any fee required to be paid for re-enrolment.
 - Confirmation of the prepaid fees being carried over
- If the relevant course is not run within the deferral period the Guild may either extend the deferral time or refund unused fees after discussion with the student.
- The student will recommence their course at the point from which their deferral was granted.

Late Submission of Work for Courses

- Under extenuating circumstances, a student may make a written application to the Education Co-ordinator for an extension of time to submit work required to complete a Course or Course Module.
- Applications must be received before the Work is due to be submitted.
- Extensions may be granted for a maximum of two months or as specified by the Education Co-ordinator after consultation with the Tutor and Course Co-ordinator.
- The outcome of the application will be notified in writing to the student.

Responsible Position for Implementation: Education Co-ordinator

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