



## Southwest School of Woodworking LLC Refund and Cancellation Policy

1. To be eligible for any refund, you must send a dated letter (email is acceptable) requesting any refunds. ALL REFUNDS WILL BE BASED ON THE DATE OF RECEIPT.
2. Telephone cancellations will **NOT** be accepted for refunds.
3. There will be an automatic \$50 cancellation fee (per class) for any canceled registration, regardless of the date of withdrawal. We offer core courses and Master Classes. Master classes are taught by nationally known Master Craftsman or Craftswomen. These classes require a lot of advanced planning and cost (e.g. airline tickets, hotel reservations, shipping costs) and therefore the refund and sign up policy are different from the core courses.

### Master Class Policy

4. For courses designated as Master Classes: If you withdraw from a Master Class more than 45 days in advance, the school will refund the deposit on the class, less the \$50 cancellation fee and \$35 nonrefundable registration fee.
  - 4a. If you withdraw 30 to 45 days before the class, the school will refund only 50% of the deposit on the class, less the \$50 cancellation fee and \$35 nonrefundable registration fee.
  - 4b. If you withdraw within 29 days of the class, there will be NO REFUND FOR ANY REASON.

### Core Course Policy

5. If you withdraw from any core course more than 30 days in advance, the school will refund the deposit on the class, less the \$50 cancellation fee and \$35 nonrefundable registration fee.
  - 5a. If you withdraw 16 to 29 days before the class, the school will refund only 50% of the deposit on the class, less the \$50 cancellation fee and \$35 nonrefundable registration fee.
  - 5b. If you withdraw within 15 days of the class, there will be NO REFUND FOR ANY REASON.
6. If you cancel any class *and are eligible for a refund*, the available refundable money can be applied to another class in the same year (less the \$50 cancellation fee). You can transfer money to another class in the next year's schedule.

7. Refundable money will be sent within 30 days.

8. If for any reason SWSW must cancel a course, all money will be refunded, including the \$35 registration fee.

### **PLEASE NOTE THE FOLLOWING**

There is no smoking permitted in the school buildings at any time, nor will alcohol be allowed at any time. If you are on medications that could impair your judgment, please notify the director or instructor, you will not be allowed to operate power equipment. Unsafe acts will not be permitted!

Woodworking is inherently dangerous. Using hand tools or power tools improperly can lead to serious injury or death. By enrolling in these courses, you agree to do so solely at your own risk and release the sponsors, owners, guest lecturers, assistants, staff, other students, manufacturers, directors, board members and managers from any claims or liabilities from injury, loss, damage or death. Each student must sign a liability waiver. Students will not be allowed to work with spalted woods, exotic woods or any materials that could be hazardous to them or to other students. Each student will be responsible to read and fully understand and accept the registration process including the annual non-refundable registration fee and the cancellation policy before signing up. Class availability on the web page will be updated as often as possible, but ALL online registrations will not be official until payment has been processed. All full week courses will wrap up between 2:30-3:30 pm on the last day of class and weekends wrap between 4:00-4:30pm on the last day of class. Students who intentionally violate any rules or put others at risk will be asked to leave.