

## BISBEE FIBER ARTS GUILD

### VARIETY OF CLASSES

#### \*\*SPECIALTY WORKSHOPS/CLASSES

These are taught by guild members or by out-of-town or local teaching artists. They may be 1/2 day in length to several days long. These classes are described and listed on the website. Registration and payment required. Please be aware that refunds are NOT available once registration is submitted. A CLASS PROPOSAL must be submitted by instructor.

#### \*\*REQUIRED CLASSES

Some classes are required by the guild before members are allowed to use the looms or other specific equipment. These classes are generally taught by a BFAG member teacher. This type class is listed on the website and registration is required. Payment may also be required and refunds are NOT available once registration is submitted. CLASS PROPOSAL must be submitted by instructor. These required classes may at times be taught via the PRIVATE CLASS mode.

#### \*\*PRIVATE CLASSES

BFAG member teachers may also schedule the private use of the studio to teach up to 3 people. These classes are NOT listed on the website however a CLASS PROPOSAL form must still be filled out and submitted. Registration and payment is through the member instructor.

#### \*\*CRAFTERNOONS

These are announced to the membership via email. These are not listed on the website and the Class Proposal form is not required. If fees are applicable this information is provided via email. These tend to be casual gatherings for the benefit of the membership.

### HOW TO TEACH FOR US

All instructors of ANY class listed above are asked to submit a TEACHING PROPOSAL FORM (except where indicated) located on the website under "Teaching Proposal". This helps the Class Coordinator schedule times for your class request avoiding conflict with other activities. You may be asked for samples or photos of your work.

You will be contacted by the Class Coordinator after submitting a proposal.

### HOW TO REGISTER FOR A CLASS

Use the "Online Registration" page to sign-up and pay online.

Full Payment is due at the time of registration.

Please note that at this time we do not offer refunds once registration is submitted.

### CLASS CANCELLATION AND REFUNDS

\*\*Once registration is completed, THERE ARE NO REFUNDS.

\*\*If the class is cancelled by BFAG, the FULL AMOUNT will be refunded.

\*\*If the instructor cancels the class, the FULL AMOUNT will be refunded.

\*\*If a student fails to show up for the class, the FULL AMOUNT will be forfeited.

\*\*In the event a registered student cannot attend that student may find another student to take their place, however the financial exchange must be made between themselves.

\*\*In extenuating circumstances, the student may petition the BFAG Board for a full or partial refund.

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