

Class Billing Policies

MATERIALS

Supplies, such as sandpaper, glue, dowels, biscuits, screws, and small amounts of copy paper, will be provided at no extra cost UNLESS OTHERWISE STATED. If there is no materials fee listed with your class choice, then you will be responsible either to bring your own wood or to purchase it at the school after you arrive. If your class requires that you bring pre-dimensioned materials, a cut list will be sent along with your registration packet.

Walnut, cherry, poplar, maple, and oak will all be available in 4/4 and 8/4 thicknesses. Veneers, plywood, particleboard, and specific hardware will also be sold, but must be ordered ahead of time. Please note that some classes have extra fees to cover the expenses of class projects and specific practice materials. These fees cannot be substituted or waived.

It is important that you bring your own personal safety protection gear, such as safety glasses, dust mask, and earplugs. **BE SURE TO BRING ONLY DOMESTIC WOODS WITHOUT SPALT, ROT, BUGS, NAILS, OR ANY FUNGUS.**

EASY PAY PLAN

Students who need a little extra time to pay for classes can be put on a payment schedule that meets your needs. Call 317-535-4013 and ask for Paula, and she will set up a program that works for you within your budget.

TUITION

Most weekend classes are priced between \$125 and \$350, depending on the length of class and the number of participants. Some weekend classes will also require an additional materials fee. **All Saturday and Sunday classes start at 9 a.m.** and will include lunch. There is a \$50 deposit for each one-day class and a \$125 deposit on a full-weekend class upon registration.

Full-week classes (Monday through Friday) are still at the very reasonable price of just \$695 and will include lunch every day. **Each full-week class starts at 8 a.m.** and requires a deposit of \$300, which confirms your spot in the class. The two-week classes cost \$1,450. During the two-week Apprenticeship class, the shop is not open on Saturday or Sunday because of interference with the weekend classes. All classes longer than one week require a deposit of \$400, which confirms your spot in the class. Please note that some classes have additional fees to cover class materials, the amount for which is included in your final billing. You will be sent a final bill approximately 30 days before the start of class.

KEEP IN MIND THAT ALL CLASSES ARE ON A FIRST-COME, FIRST-SERVED BASIS. YOUR REGISTRATION IS CONFIRMED UPON RECEIPT OF APPLICATION, DEPOSIT, AND NONREFUNDABLE REGISTRATION FEE. A list of hand tools and supplies that you need to bring will be included with your return acceptance information package, which will be sent out sometime in March.

NONREFUNDABLE REGISTRATION FEE

There is an annual, nonrefundable registration fee of \$45. THIS REGISTRATION FEE IS NOT A PART OF THE CLASS FEE AND IS NOT DEDUCTED FROM THE FINAL BALANCE DUE. This is the financial binding that locks you into the class and starts the registration process.

REGISTRATION PROCEDURES

1. Complete the registration form and indicate your choice of workshop(s), including workshop title, date of workshop, deposit due on class(es) and nonrefundable registration fee.
2. Mail your registration form and a check, money order, or Visa/MasterCard/Discover number (including the expiration date and the three-digit "V" code on the back of the card) to cover the workshop deposit and nonrefundable registration fee to:

Marc Adams School of Woodworking
5504 East, 500 North
Franklin, IN 46131-7993

3. You may register by phone beginning December 1, 2009, with a Visa/MasterCard/Discover card, Monday through Friday, 8 a.m. to 5 p.m. Eastern Time at 317-535-4013, or fax your registration to 317-535-1713. You may register online at www.marcadams.com.
4. Any class with fewer than eight students will be canceled.
5. The Marc Adams School of Woodworking reserves the right to overbook or cancel any class and to change or substitute any instructor at any time. Overbooking remains the discretion of the instructor and MASW.
6. Students may go online to www.marcadams.com to see which 2010

classes still have openings or updates on NEW workshops that are added during the school year.

PAYMENTS

1. Payment of the appropriate deposit and registration fee must accompany your registration form and application when enrolling.
2. Full payment for the tuition must be received prior to the beginning of your workshop. You will be billed to remind you. Due to long waiting lists, we ask that you notify us in writing as soon as possible if you have a change of plans so that we can fill your class space.
3. There will be no discounts allowed for extra class signups.
4. We accept personal checks, money orders, company checks, and Visa, MasterCard, and Discover.
5. There will be a \$50 fee to transfer from one class to another. Class payments will not be transferred to future classes outside the current year's class schedule.
6. The Marc Adams School of Woodworking reserves the right to withdraw any student from a class if he or she has not paid in full before the first day of class.

REFUND AND CANCELLATION POLICY

1. To be eligible for any returned money, you must send a dated letter requesting any refunds. ALL REFUNDS WILL BE BASED ON THE ENVELOPE POSTMARK DATE.
2. E-mail and 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.
4. If you withdraw from a workshop more than 60 days in advance, the school will refund the deposit on the class, less the \$50 cancellation fee and \$45 registration fee.
5. If you withdraw 30 to 59 days before the class, the school will refund

only 50% of the deposit on the class, less the \$50 cancellation fee and \$45 registration fee.

6. If you withdraw within 29 days of the class, there will be NO REFUND ON ALL PAID MONEY FOR ANY REASON.
7. 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 cannot transfer money to another class in the next year's schedule.
8. Refundable money will be sent back before the end of the school year.
9. If for any reason MASW must cancel a workshop, all money will be refunded, including the \$45 registration fee.