

MASW BILLING, REFUND AND CANCELLATION POLICIES

REGISTRATION CONFIRMATION

While you will receive an invoice upon completion of your registration, your spot in the class is based upon availability at the time of sign up. Since registration takes place in many ways (online, call-ins, faxes, mail and emails) it is not possible to have the web page display "real time" registration totals for class availability. All class sign-ups are accepted in the order (by time and date) that they are received. If you register for a class that is sold out you will be contacted by one of our staff within a few days of your registration to notify you of the conflict. We are terribly sorry for any inconveniences that might occur. Thanks for understanding...

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 either by email or by regular mail. Tool lists will be available online as they become available.

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.**

TUITION

Most weekend classes are priced between \$140 and \$350, depending on the length of class and the number of participants. The average two day class is \$275. 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 at the very reasonable price of just \$750 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 \$1600. 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 5 days require a deposit of \$400, which confirms your spot in the class. Please note that some classes have additional fees to cover class materials, which is included in your final billing. You will be sent a final bill approximately 30 days before the start of class. Tool lists will be available online unless your class has a specific cut list. This information will be either emailed or snail mailed to you. Keep in mind that all classes are on a first-come, first-served basis. Videotaping of any instructional workshops is strictly prohibited - even for personal use.

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 online registrations will not be official until your credit card has been manually processed.

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. This fee does not apply to students who only take a single day workshop.

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. All classes must be paid in full before attending.

A TAG-A-LONG OPTION

Here's a novel idea, how about bringing your son, daughter or grandchild to a class with you? If we don't start now, they will never get involved with the craft we love. They sure aren't being introduced to working with their hands at school. If

you would like to bring a tag-a-long with you, we would love to have them.

Requirements:

1. The tag-a-long MUST be between the ages of 13-17, no exceptions.
2. The additional charge will be \$375 for the week, \$140 for the weekend and \$60 for a one day class.
3. Parent/Child combinations MUST work on the same bench or lathe.
4. Parent/Child combinations MUST work on the same project.
5. Tag-a-longs will not be allowed to run equipment without the assistance of their adult counterpart or a shop assistant.
6. Tag-a-longs will not be allowed in every workshop, so when you sign up, you must verify that your particular workshop is one of the approved tag-a-long classes.
7. Tag-a-longs MUST be present at every class demonstration.
8. The guardian will be responsible at all times for the tag-a-long
9. The guardian or responsible person must sign a liability waiver form on behalf of their tag-a-long and assume total responsibility.

REGISTRATION PROCEDURES

1. Complete a registration form (printed brochure) 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 Monday, December 1, 2014, 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 317-535-4013. You may register online at www.marcadams.com beginning December 1, 2014 at 8 a.m. (Eastern).
4. Any class with fewer than eight students may 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 and see which 2015 classes still have openings or updates on NEW workshops that are added during the school year. Registration online is not in real time so some classes could be sold out even though they still show that they are available online. If there is a problem with your online sign up, you will be notified within two working days. It is always a good idea to follow up an online sign-up with a phone call to Paula at 317-535-4013.
7. MASW office hours are from 9:00 am to 4:00 pm Eastern time. Calls outside of this time will be returned the next business day.

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.
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.
7. Tag-a-longs will be allowed for *certain* classes and are limited explicitly to children between the ages of 13-17. Only one child per one adult will be allowed. For a listing of pricing and other requirements please contact Paula

at paula@marcadams.com

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. Email 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 nonrefundable 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 nonrefundable registration fee.
6. If you withdraw within 29 days of the class, there will be NO REFUND OR TRANSFERRING OF THE MONEY TO ANOTHER CLASS 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.

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, you will not be allowed to operate power equipment. Young children will not be allowed in the school during school work hours. PETS ARE NOT ALLOWED. Videotaping of any instructional workshop is strictly prohibited. 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 taking these workshops, 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 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 your credit card has been manually processed. For a copy of our tag-a-long policy and associated pricing please contact Paula at paula@marcadams.com. Tag-a-longs are restricted to ages 13-17 and to specific workshops only. All full week workshops 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.