



# Course Attendance Agreement

**Please read through the T&Cs and initial each page.  
Kindly fill in the fields on the last 2 pages, add your signature, as well as a witness'  
and return to us by the start of your lessons or course.**

The purpose of this comprehensive registration form is to establish the rules, terms and conditions of enrolment for any of the activities at The Sew Much Fun Studio. This is done in an endeavour to avoid any misunderstandings or awkwardness during the courses/workshops. The conditions set out are for the mutual benefit and protection of the studio representatives, and anyone attending courses at the studio. By signing this form, you understand and agree to the contents, terms and conditions listed in the following pages. A parent/guardian needs to sign for anyone attending who are under the age of 21 years.

## → FORMS OF COMMUNICATION

Email/WhatsApp/SMS/phone call will be used to communicate for correspondence. Please keep the studio updated with your most effective communication channel, as well as most recent contact details: telephone numbers, WhatsApp numbers and email addresses.

## → CLASS START & END TIMES

Classes start and end at the times as per the schedule. Please notify us if are going to be more than 15 minutes late, so as not to disrupt classes and cause delays. Should you wish to have individual help with anything, you are most welcome to book one-on-one time with the teacher, at a rate displayed on the e-shop for private or catch-up lessons. Please do observe start and end times of classes as per the schedule. Times prior or after the end of a lesson are unfortunately not intended for individual assistance. In the event that you arrive late, kindly don't disrupt the class by asking everyone else to repeat what you have missed. We advise that you adhere to the slots you have chosen, to maintain the quality of classes and not to inconvenience other students. Attendance will be by you, the attendee, alone, not accompanied by a chaperone or anyone else.

## → COURSE FEE PAYMENTS

Your fees are payable in advance, before the start of the course, or otherwise by prior arrangement and according to studio policies and offerings. Regrettably, we don't accept cheque payments. Please note: Promotional rates don't apply when making use of in-house term payments. Your fees payment should be cleared in the studio's account on, or before, the start date of the course you signed up for, or, if paying at a promotional rate, before, or on the date that the promotion expires, in order to qualify for the reduced rate. Note, we reserve the right to change or end promotions at any time.

We accept various debit and credit cards, offer MORETYME, as well as longer term payments via Mobicred.co.za. We also accept numerous store cards via the e-shoppe at check out. Kindly refer to our payment options Pdfs for more detailed info. Your payment clearing in our business account serves to confirm and reserve your space. Your payment further confirms your attendance of the courses/workshops, as well as your agreement to align with our studio rules and ethos, including those in this contract's T&Cs.

You are agreeing to a certain course date and time, as well as fixed period for the duration of the course/workshop, and, if, for any reason whatsoever, you're unable to attend, the fee is still due and payable. Our course fees are never discounted by your lack of attendance. Fees are to be paid per course, and never per lesson attended. Course fees are inclusive of any admin or enrolment fees. Full payments, as agreed, must be paid before commencing classes, or, if by in-house split payments, according to the payment schedules stipulated in this agreement. Payment references must include your name and surname. Please note, fees are never prorated for your lack of attendance for any reason whatsoever.

## → RECORDINGS, PHOTOGRAPHS & PHONES/DEVICES

The studio reserves the right to use photos/audio or video taken during courses to utilise for promotion and marketing. Should you wish not to have your photo taken or used, kindly inform us in writing of your preference. We don't allow the recording of our classes in any formats such as video or audio recordings. No pictures of either the lecturers, or their work in progress during classes, may be taken without the studio's written permission. Photos taken of the premises, tutors, lecturers, assistants, or anyone associated with the studio, may only be posted on public forums, or social media, if the studio has been provided with a copy, and agreed to the use of the image/s. The studio also records audio and video of some classes for the purposes of providing recaps or additional products and support materials for our courses. Any conversations during classes that are not related to course contents, are removed during the editing process. This will be based on the lecturer's presentation. You may however not make your own recordings of any kind with any devices.

### → GROUPS OR CLASS ORGANISATIONS ON SOCIAL MEDIA/WHATSAPP

All admin and forms of communication regarding courses, contents, class times, attendance, delayed arrival to class etc. is strictly to and by the studio, its staff and management. This is done to minimise confusion regarding the courses and activities conducted at our premises. Please do not send messages via other class attendees or depend on attendees for information about the organisation of any class or SewAlong activities. Always refer your communication regarding activities to the studio staff directly.

### → NOTES & PATTERNS

Our notes and other course contents, such as patterns, are provided in printed format. The studio, from time-to-time, updates notes according to course developments, and will endeavour to keep notes fresh and up-to-date. Notes, are, however, not meant to be a verbatim copy of what's taught in class, nor are they meant as a substitute for attendance of a class; rather, they are intended as background and supplementary info regarding related topics and summaries of techniques learned while on the courses. Course attendees are kindly advised to take their own handwritten notes, as this greatly assists with the learning process.

### → RESTRAINT OF TRADE & NON-COMPETE

It is strictly prohibited for our attendees to approach our staff for their contact details regarding any of the services offered by the studio. All correspondence and enquiries regarding courses are to be directed to the studio's management directly. Teachers/lecturers/staff employed, or contracted by the studio who approach students for any form of business, or employment, outside of the studio context, similar to, or competing with, those offered by the studio, may have their contracts terminated as a result of violating their agreements with the studio. Neither attendees nor teachers may circumvent the studio as agent in activities related to that of sewing, pattern making, fashion design, or any other activities relevant to the studio's form of business, at any given time, present or in future. If you approach our staff for services outside the studio, we reserve the right to cancel your contract and course attendance immediately and you will forfeit any lessons or course contents remaining. If you, your family or any associate of yours, is in business similar to the studio's and you solicit business from our course attendees, for such a person, via your course, we reserve the right to pursue legal action for damages suffered as a result. You may not market any services or products competing with the studio's, in any manner whatsoever to the staff or attendees or clients of the studio.

It is strictly prohibited to utilise any of our course contents, patterns, tutorials, videos, audio (un-authorized recordings, or not) for any purposes, commercial or otherwise, other than your own learning, enrichment and averment, whatsoever. You may therefore not use any part of the course contents received, for starting any form of business similar to the studios' nor any NGO or NPO with any of the above-mentioned, whatsoever. Should you be interested in such activities, with the studio's assistance, kindly contact studio management in this regard for details as to the relevant procedure. Should it come to our attention that our intellectual property and course contents are being utilized in such a manner, without the proper written consent, we reserve the right to pursue legal claims against the parties involved with such a breach of this agreement.

### → OWNERSHIP

Copying and distribution of The Sew Much Fun Studio course contents, patterns, tutorials, videos or audio is strictly prohibited. No part of the course contents listed above may be used for any commercial purposes, NGO or NPO's after, or during completion of the course. You are expected to respect and protect the IP rights of any of the material that you are being provided on the course, or during a private lesson. You may not copy, forward, distribute, sell, or make available in any format, or on any platform, to any other person, whatsoever, any of the studio's contents outlined in the T&Cs, to which you may have access to.

### → CANCELLATION POLICY

To ensure that every attendee receives plenty of attention and opportunities to ask questions during the course, we make it a priority to keep our class sizes small and intimate. Courses usually require a minimum number of attendees to initiate. We reserve the right to postpone a class start date in order to meet the minimum number of attendees for the course to proceed as advertised. For that reason, cancellations with less than 2 weeks' notice, before the start date of a course, will forfeit the full fee. Cancellations with more than 2 weeks' notice will incur a penalty of 50% of the class fee; IOW, we will refund 50% of the class fee, or provide credit for the amount toward another class. Given the generally shorter duration of our courses, and small class sizes, no refunds are provided, nor cancellations allowed, at all, for whatever reason, once a course has started.

### → MISSED CLASSES

We run small group classes, most of them sized between four and eight attendees. This means that our classes are usually fully booked. With prior arrangement (upon booking a class) we may be able to offer a catch-up class at the studio's discretion, if there's a space available in a parallel class. Kindly advise the studio in advance for arrangements in this regard. We regret we cannot guarantee such catch-up classes for missed classes. Missed classes, for whatever reason, are forfeited at the attendee's expense. Private lessons, at an extra charge, are also available for attendees to catch-up on any missed techniques.

### → MACHINE& OVERLOCKER USE

If you don't yet own a sewing machine, the studio will provide as such. The studio uses good quality vintage machines, as well as modern Elna and Bernina machines and overlockers. Your use of the machines at the studio is included in your course fees. If you prefer to learn on your own machine, you're most welcome to. Should you use your own machine, however, it's crucial that it's in 100% working condition, as we won't be able to perform troubleshooting or repairs while class is in session. The studio can also provide a sewing machine or overlocker service at a market related rate. We also sell new as well as pre-loved sewing machines and overlockers, so please feel free to enquire if you're looking to purchase.

### → NO PHONES IN CLASS - BE PRESENT :-)

In an attempt to protect everyone's privacy, as well as providing the most conducive to learning environment, we have adopted a no-phones-during-class policy. Due to the numerous disruptions caused by attendees using their phones in class, and the distracting effects it has on others' ability to focus, no devices are allowed in the classrooms (including smartwatches). We reserve the right to remove any such devices from the classroom setting belonging to those who refuse to cooperate, for the duration of the class.

### → SEWING CAFÉ HOURS

Sewing Café hours are available as part of certain packages or combos and can be purchased as part of monthly memberships. See these as similar to when you use an internet Café. You are expected to work unassisted for most of the time, using the equipment available. Café hours aren't classified as "lessons", as the attendee is expected to be able to work on their own. These offerings are on-transferable, and are to be utilised during your course duration. Please consult your package/ course details regarding the number of hours included (or not). Please note, hours not used in a particular month do not roll over to the following month.

### → SEWALONGS

SewAlongs are practical, hands-on group sewing sessions, with a tutor available to answer questions and assist, but not to provide constant, step-by-step instruction on how to make an entire garment. The studio provides patterns and materials during courses which enables the attendee to understand the instructions in a pattern. SewAlongs are not intended to be private lessons or catch-up classes, or extra class time, for learning topics not included in your course. If you require such, kindly book a private session. SewAlongs are for working on the garments and topics that were covered by the specific course or courses attended. We will provide equipment, such as: rulers, cutters, scissors, markers and pins, all signed for, by the attendee, prior to the start of the session, and returned by the end of the session. Kindly supply your own thread according to the colour of your project fabrics as well as any specialty needles for your machine. The studio sells various needles for the purposes of sewing with different fabrics. Needles are not included in the SewAlongs, apart from what is already in the machines. If you need a special needle, you have to purchase this.

We reserve the right to cancel or postpone a SewAlong if we do not have a minimum of 2 persons booked for a SewAlong. For that reason, should you cancel or fail to attend any SewAlongs on the day, you forfeit the SewAlong, this includes due to illness or Covid exposure or infection.

NB: No Pattern, No SewAlong. We do not draft/copy patterns impromptu of existing garments attendees bring to a SewAlong. You are expected to have a pattern when coming to your SewAlong or if doing a project not requiring the use of a pattern, you can proceed with that, such as a circle skirt for instance. Should you wish to have a pattern drafted, kindly email us for a quote or book a private lesson for this activity specifically. Should your measurements be such that you require advanced pattern alterations, beyond lengthening or shortening of a pattern, you are required to book a private session as this is too complex and time consuming to do during a SewAlong, while other attendees also need guidance.

### → PRIVATE LESSONS

The studio provides one-on-one teaching with techniques and/or projects of your choosing, should this better suit your requirements, rather than a class setting. Please note, there's a cost saving when booking bulk lessons in advance. Although sample notions, threads and fabrics are provided, you'll need to bring your own project materials required. We don't provide shopping services for your fabric, however we might have ready-cut and pre-shrunk pieces of fabric for sale from time to time. Your payment confirms your booking. If you're unable to attend, for any reason whatsoever, and cancel your lessons booked with less than 24 hours' notice, your lesson will be forfeited. Should you exceed your lesson time, the time exceeded will be deducted from your remaining lessons or package or charged for extra. Expectation management: due to the process laden nature of garment construction, it is in your best interests to focus on learning the techniques required and involved with making your project, as opposed to expecting to complete an entire project during a 90 minute session. This is in many cases unrealistic and will result in disappointment. It is recommended to rather focus on learning the techniques during lessons and working on project completion during SewAlongs. For the same reasons, please note, we do not draft patterns impromptu of existing garments during sewing lessons. If you require pattern making services kindly contact us for a quote in this regard. Should you wish to have a pattern drafted, kindly email us for a quote or book a private lesson for this in particular.

### → STUDIO RULES & ETHOS

We discourage the use of profane language and contentious/offensive subject matter as part of our conversations during class. As part of our respectful and diversity-sensitive studio ethos, we encourage attendees to be respectful, courteous, well-mannered, tolerant, kind, and compassionate to others. We encourage, support and inspire others when we portray our best selves during classes, as well as SewAlongs. As a way of not alienating those around you, kindly restrict your conversations to English, so that what is being said in class may be understood by all present. Any potential issues, regarding studio administration, course contents, info, differences, complaints, and so on, between staff or attendees, are to be resolved strictly in private, and not during any activities at the studio.

### → COVID 19 BUSINESS + SAFETY PROTOCOL

If any of our attendees or staff contract the virus, we immediately notify all parties that the studio will close for quarantine, as per the relevant government regulations applicable. All classes during quarantine periods will be converted to SewAlong credits. Should you become infected and are unable to attend your classes, you will unfortunately forfeit your classes. Please also note, should you come to the studio with Covid symptoms and knowingly infect or expose the studio and its' clients to Covid-19 infection, we reserve the right to pursue claims for damages suffered as a result. Please respect everyone's health and safety and stay at home should you have any symptoms that could be related to any infection or disease that is contagious.

The studio provides hand sanitizers and you are encouraged to use these regularly. Should you be at risk and feel the need to do so, you are welcome to wear a mask during class.

# REGISTRATION FORM

*\*Parts in red are compulsory.*

Please complete the form below, in full, and return to **The Sew Much Fun Studio**. If you're making use of our **In-house Payment Terms**, we also require the following documents: your Certified ID, Proof of Address and Pay Slip; or 1-month Bank Statement, if you're self-employed.

Which Course/Workshop are you attending?

## Student details:

Title: \_\_\_\_\_

**First name:** \_\_\_\_\_

Middle names: \_\_\_\_\_

**Surname** (& previous surname if married or changed): \_\_\_\_\_

**ID number:** \_\_\_\_\_

**Passport number** (if not South African): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Marital status: \_\_\_\_\_

Age: \_\_\_\_\_

**Level of education** \_\_\_\_\_

**Occupation** \_\_\_\_\_

Home Language \_\_\_\_\_

Allergies/medical details I need to be aware of? \_\_\_\_\_

Contact person in case of emergency \_\_\_\_\_

Prior sewing experience \_\_\_\_\_

What is the best way to communicate with you? Email, or phone? \_\_\_\_\_

Which of the course days and times do you want to attend? \_\_\_\_\_

Do you plan on using a machine from the studio? \_\_\_\_\_

Disability status: \_\_\_\_\_

**Home address:** \_\_\_\_\_

Postal address: \_\_\_\_\_

**Home phone number:** \_\_\_\_\_

**Work phone number:** \_\_\_\_\_

**Cell number:** \_\_\_\_\_

Fax number: \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Next of kin:** \_\_\_\_\_

**Next of kin contact details:** \_\_\_\_\_

## Person responsible for payment: (if different from student)

Name & Surname: \_\_\_\_\_

ID number/ Passport number: (if not South African): \_\_\_\_\_

Cell number: \_\_\_\_\_

Place of work: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Physical address: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Next of kin: \_\_\_\_\_

Next of kin contact details: \_\_\_\_\_

⚠ By signing below and/or making payment, you agree to the T&Cs contained in this document. Access to classes will only be permitted if this filled-out and signed form, as well as POP (Proof of Payment) reaches us via email before the commencement of the course/workshop.

### Indemnity:

I, \_\_\_\_\_ (full name),

Identity number OR passport no: \_\_\_\_\_

Residing at: \_\_\_\_\_ (full physical address),

acknowledge and agree neither Liezel Vukasovic T/A The Sew Much Fun Studio, nor any persons associated with Liezel Vukasovic T/A Sew Much Fun Studio (be it its attendees, clients, suppliers or other employees), shall be held responsible for any injury, loss or damage to any person or property whatsoever.

I indemnify Liezel Vukasovic T/A The Sew Much Fun Studio and all its related entities fully and completely.

I further hereby acknowledge that I am liable for full payment of the course that I have signed up for.

I have read the terms and conditions and fully understand the contents thereof and agree to these.

I hereby grant Liezel Vukasovic T/A The Sew Much Fun Studio, or its representative, the authority to effect a credit check on my, or the person responsible for the payment's name, should the need arise, to collect any outstanding payments and recover outstanding payments in Small Claims or The Magistrates Court.

**Domicilium address:** *{This is the address for service and delivery of legal documents if necessary. Letters and notices can be served on this address and you will be deemed to have received them, even if you did not in fact do so in person}.*

Signed at: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student:

Signature of person responsible for payment (if different from student):

Signature of witness

<b>ACCOUNT NAME</b>	THE SEW MUCH FUN STUDIO
ACCOUNT NUMBER	622 456 100 52
ACCOUNT TYPE	BUSINESS TRANSMISSION (cheque)
<b>BANK NAME</b>	<b>FNB (FIRST NATIONAL BANK)</b>
BRANCH CODE	201 511 (GARDENS)
SWIFT CODE	FIRZAJJ

