

# Policies

## General:

1. At Rockwall Sewing School (RSS), you need to have fun!
2. A 30-day notice is to be provided for the termination of classes.
3. No bullying, no inappropriate language, no smoking, no vaping, no illegal drugs, no alcohol, no weapons, including knives, no touching other students.
4. If a student physically assaults another student, they will be immediately dropped from classes.
5. If a student is suspected to be under the influence of drugs or alcohol while in class, they will be sent home.
6. No earbuds or headphones while in class.
7. Cellphones must be put away while in class.
8. All beverages are kept at the beverage station while in class.
9. Infraction of any RSS policies may result in immediate dropping of the student with no refund.
10. No unattended minors can wait in the lobby/reception area.
11. Any personal items left at Rockwall Sewing School will be held for 30 days. After which, they will be discarded.
12. Policies are subject to change at the discretion of RSS.

## Payment:

1. Class fees are paid a month in advance on or before the first of the month.
2. Late payments will incur late fees:
  - a. Up to seven (7) days late, there will be an additional fee of \$10 per student
  - b. Payments late between eight (8) and fourteen (14) days, there will be a fee of \$20 per student.
  - c. After fifteen (15) days, the student will be dropped from class.
3. If you can no longer return to classes, a 30-day notification is needed in writing.

## Make-up Classes:

1. A written notice, with a minimum of 24-hour, is needed if the student will not be able to attend a class.
2. If no written notice is provided, the student will not be eligible for a make-up class.
3. Make-up classes must be scheduled within 30 days of the missed class.
4. Make-up classes will be provided on a first-come basis.