

Rockwall Sewing School – TUITION, WITHDRAWAL, REFUND & MAKE-UP CLASS POLICY

V1.0 – Effective August 29, 2026

Rockwall Sewing School LLC ("RSS") requires timely payment of tuition and reasonable advance notice of withdrawals and absences to maintain class availability, staffing, and reserved student placements.

By enrolling in RSS classes, the adult student or, when applicable, the parent or legal guardian of a minor student agrees to the following terms.

1. MONTHLY TUITION DUE DATE

Monthly tuition and class fees are due on the **1st day of each month**.

Payment is considered late if the full amount due has not been received by RSS by the end of the 1st day of the month.

1.1 RECURRING PAYMENT AUTHORIZATION

If the account holder enrolls in automatic payment, the account holder authorizes RSS and its payment processor to charge the approved payment method for recurring tuition and disclosed fees on or about the stated billing date until enrollment is properly withdrawn. Before authorization, RSS will disclose the amount or method used to calculate the charge, billing frequency, and cancellation procedure. The account holder is responsible for keeping payment information current. Ending automatic payment does not, by itself, terminate enrollment or eliminate amounts properly owed.

2. LATE PAYMENTS

2.1 Payments 1–7 Days Late

If payment is received **one (1) through seven (7) days after the due date**, a **\$10 late fee per student** will be added to the outstanding balance.

2.2 Payments 8–14 Days Late

If payment remains unpaid **eight (8) through fourteen (14) days after the due date**, a **\$20 late fee per student** will apply.

The \$20 late fee replaces, rather than adds to, the \$10 late fee. The maximum late fee for the first 14 days is therefore **\$20 per student per monthly payment**.

2.3 Payments 15 or More Days Late

If payment remains unpaid **fifteen (15) days after the due date**, RSS may suspend or terminate the student's enrollment and release the student's reserved class space.

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Once enrollment has been terminated, RSS is not required to hold the student's previous class day, time, instructor, or space.

Re-enrollment is subject to class availability and may require payment of outstanding balances and any applicable registration or enrollment fees.

3. FAILED OR DECLINED PAYMENTS

A declined, returned, reversed, disputed, or otherwise unsuccessful payment does not constitute payment of tuition.

The account remains responsible for the outstanding balance and applicable late fees until payment has been successfully received.

Stopping or reversing payment does not constitute withdrawal from RSS classes.

4. OUTSTANDING BALANCES

RSS may restrict a student with an outstanding balance from participating in classes, make-up classes, workshops, special programs, events, or other RSS activities until the account is brought current.

Suspension, removal, or termination of enrollment does not eliminate tuition, fees, or other amounts that became due before the student's removal.

5. WITHDRAWAL FROM RECURRING CLASSES

A minimum of 30 calendar days' written notice is required to withdraw from a recurring class. The notice period begins on the date RSS receives the withdrawal request at info@rockwallsewingschool.com. RSS will provide written confirmation stating the effective withdrawal date and any tuition scheduled to become due during the notice period.

Tuition will remain payable through the effective withdrawal date. If the notice period ends during a monthly billing period, RSS will charge only the amount previously disclosed in the enrollment agreement and will clearly identify whether the final month is prorated.

Discontinuing attendance, removing a payment method, stopping payment, or disputing a charge does not constitute notice of withdrawal.

6. REGISTRATION-FEE REFUNDS

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A registration-fee refund request received fifteen (15) or more calendar days after payment is not eligible for a refund.

- Days 0-5: 100%;
- Days 6-14: 50%
- Day 15+: 0%

Registration-fee refund requests must be submitted in writing to:

info@rockwallsewingschool.com

7. TUITION AND CLASS-FEE REFUNDS

Except where otherwise required by applicable law, **tuition and class fees are non-refundable and will not be prorated** because of:

- Student absences;
- Missed classes;
- Late arrival or early departure;
- Failure to use an eligible make-up class;
- Voluntary discontinuation of attendance without completing the required withdrawal process; or
- Partial attendance during a billing period.

An eligible student absence may qualify for a make-up class under the provisions below, but eligibility for a make-up class does not create a right to a refund or tuition credit.

7.1 CAMPS, WORKSHOPS, MATERIALS, AND SPECIAL PROGRAMS

One-time camps, workshops, private lessons, special events, supply kits, and special-order materials may have cancellation and refund terms different from recurring monthly classes. Any different terms must be disclosed before purchase. Unless otherwise disclosed, RSS will refund amounts paid for a program RSS cancels and cannot reasonably reschedule. Customized, consumed, delivered, or specially ordered materials may be nonrefundable to the extent disclosed before purchase and permitted by law.

8. ELIGIBILITY FOR A MAKE-UP CLASS

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To be eligible for a make-up class, RSS must receive notice that the student will miss the regularly scheduled class at least **24 hours before the scheduled start time**.

Classes canceled less than 24 hours before the scheduled start time, same-day cancellations, and no-shows are **not eligible for a make-up class**.

Eligibility for a make-up class does not guarantee that a particular class, date, time, or instructor will be available.

9. SCHEDULING AND COMPLETING MAKE-UP CLASSES

An eligible make-up class must be **scheduled and completed within one (1) month of the original missed class**.

Make-up opportunities not completed within this period expire and cannot be carried forward.

Make-up classes are subject to:

- Available class space;
- Appropriate class or skill level;
- Instructor availability; and
- RSS scheduling availability.

RSS does not guarantee that the student's normal instructor, class day, class time, or preferred alternative class will be available.

Students and parents are encouraged to schedule eligible make-up classes as soon as reasonably possible.

10. MISSED MAKE-UP CLASSES

Once a make-up class has been scheduled, that make-up class **cannot be rescheduled or replaced with another make-up class**.

If a student cancels or fails to attend a scheduled make-up class, the make-up opportunity is considered used and the student will not be eligible for another make-up class for the original absence.

This applies regardless of the reason the scheduled make-up class is missed.

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11. NO REFUNDS OR CREDITS FOR MAKE-UP CLASSES

Missed classes and make-up classes have **no cash value** and are not eligible for:

- Cash refunds;
- Tuition refunds;
- Account credits;
- Future tuition credits; or
- Prorated tuition.

Failure to schedule or attend an eligible make-up class does not entitle the student to a refund or credit.

12. MAKE-UP CLASSES ARE NON-TRANSFERABLE

A make-up class belongs only to the student who experienced the eligible absence.

Make-up classes may not be transferred, assigned, sold, exchanged, or given to another student.

13. CLASSES CANCELED BY RSS

If RSS cancels an individual class, RSS will make reasonable efforts to provide a comparable rescheduled or alternative class. If RSS cannot provide a reasonable alternative, the account holder may elect an account credit or a prorated refund for the class RSS did not provide.

If RSS permanently cancels a class, camp, workshop, or program before providing all purchased services, RSS will refund the prepaid amount attributable to services not provided unless the account holder voluntarily accepts a comparable substitute or account credit. RSS is not responsible for incidental or consequential expenses, such as travel or materials purchased elsewhere, except where otherwise required by law.

14. TERMINATION FOR POLICY VIOLATIONS

RSS may suspend or dismiss a student as permitted by the General Policies. If dismissal results from violence, intentional misconduct, a material safety violation, or repeated policy violations after reasonable warning, RSS may retain amounts already earned and reasonable nonrecoverable expenses.

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RSS will refund prepaid tuition attributable to future services that will not be provided, less any expressly disclosed and legally permissible nonrefundable amounts, unless the student's serious misconduct caused RSS damages that may lawfully be offset. Refund decisions will be made consistently, in good faith, and subject to applicable law.

15. RELATIONSHIP TO OTHER RSS POLICIES

This **Tuition, Withdrawal, Refund & Make-Up Class Policy** governs tuition payments, late payments, withdrawal, registration-fee refunds, tuition and class-fee refunds, student absences, and make-up classes.

If another RSS policy contains a provision concerning one of these subjects that conflicts with this policy, **this policy will control with respect to that subject**, except where otherwise required by applicable law.

16. ELECTRONIC ACKNOWLEDGMENT

By electronically selecting "**I Agree**," "**Accept**," "**Yes**," or another affirmative acknowledgment associated with this policy or RSS registration, I acknowledge that:

- I have read and understand this Tuition, Withdrawal, Refund & Make-Up Class Policy;
- I understand that monthly tuition is due on the 1st day of each month;
- I understand the applicable late-payment provisions;
- I understand that recurring enrollment requires 30 days' written notice to terminate;
- I understand the registration-fee refund provisions;
- I understand that tuition and class fees are generally non-refundable and are not prorated;
- I understand the requirements and limitations applicable to make-up classes; and
- If I am accepting this policy for a minor student, I represent that I am the student's parent or legal guardian and have authority to accept these terms.

My electronic acceptance is intended to constitute my acknowledgment and agreement to these terms.

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