

SEW — — — — — GENEVIEVE

· LEARN TO SEW ·

COURSE ATTENDANCE AGREEMENT

Please read through the T&Cs and initial each page. At the end, kindly complete the form, and add your signature, as well as a witness'.

The purpose of this comprehensive registration form is to establish the rules, terms and conditions of enrolment for any lessons at Sew Genevieve. This is done in an endeavour to avoid any unpleasantries or misunderstandings during lessons.

The conditions set out are for the mutual benefit and protection of myself (Genevieve Riemer) and anyone attending lessons. By signing this form, you understand and agree to the terms and conditions listed in the following pages. A parent/guardian is to sign for anyone attending under the age of 18 years.

LESSON START AND END TIMES

Lessons start and end at the times arranged between me and the attendee. Please notify me if you are going to be more than 15 minutes late, so as not to disrupt the lesson and cause delays. Please observe start and end times of lesson as per arrangement. Times prior or after the end of a lesson are unfortunately not intended for individual assistance. Attendance will be by yourself, the attendee, alone, not accompanied by a chaperone or anyone else.

COURSE AND LESSON PAYMENTS

Course and lesson payments are payable in advance before the start of the course/lesson. Your payment should be cleared in my account on, or before, the start of the lesson/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.

I accept EFT and cash payments, as well as payment via PayFast on my website (sewgenevieve.com). I do not accept cheque payments. Your payment clearing in my account serves to confirm and reserve your space. Your payment further confirms your attendance, as well as your agreement to align with my studio rules and ethos, including those in this agreement's T&Cs.

Please note my lesson/course fees are never discounted by your lack of attendance (please refer to sections on rescheduling and cancelling lessons). Full payments, as agreed, must be paid before commencing a course/lesson. Payment references must include your name and surname. Please send your proof of payment via SMS/WhatsApp (083 324 1698) or email (sewgenevieve@gmail.com). Course fees are not prorated for loss of lessons at any time.

ACCOUNT DETAILS

Account name: Genevieve Riemer

Account number: 27 026 844 8

Account type: Cheque

Bank name: Standard Bank

Branch code: 051 001

Swift code: SBZA ZA JJ

RESCHEDULING LESSONS

I run small group lessons of two attendees. This means that my lessons are usually fully booked. If you know you are unable to attend a lesson when booking, please let me know so we can arrange an alternative slot. Please note this can only be done when booking your course/lesson and not during the course.

Should you unexpectedly not be able to attend a lesson, you are required to give me 24 hours' notice. This means that notice given within less than 24 hours, will be deemed a cancellation and not rescheduled or refunded under any conditions. Given the correct notice time, I may be able to offer a catch-up lesson, given that there is an available slot in my schedule. Should there be availability, catch-up lessons are an extra R100 per sit-in.

CANCELLING OF COURSES AND LESSONS

A lesson cancelled without 24 hours' notice cannot be rescheduled and the attendee will not be reimbursed. Course cancellations with less than 1 weeks' notice, before the start day of a course will forfeit the full fee. Course cancellations with more than 1 weeks' notice will incur 50% of the course fee. Meaning, that I will refund 50% of the course fee, or provide credit for the amount towards another course. Once a course has commenced, no refunds are provided, at all, for whatever reason.

COMMUNICATION

Email/WhatsApp/SMS will be used as the primary means of communication. Please keep me updated with your most recent contact details.

PHOTOGRAPHS

I reserve the right to use photos taken during courses to utilise for promotion. Should you not wish to have your work/photo taken or used, please let me know.

NOTES & PATTERNS

Course attendees are advised to take their own handwritten notes, as this greatly assists with learning. I can provide additional notes, at a minimal cost if requested. Notes, are, however, not a verbatim copy of what is taught but rather supplementary information. I teach practically and have a hands-on approach rather than a textbook/note guided method.

All patterns belong to me and are to remain in my studio. Should you wish to utilise or trace a pattern, an arrangement can be made at my discretion.

SEWING MACHINE AND OVERLOCKER USE

If you do not own a sewing machine, you are welcome to use mine. I make use of a modern Empisal for beginners, a Bernina for experienced attendees, as well as a Babylock overlocker. Your use of my sewing machines is included in your course fees. If you choose to bring your own sewing machine, please ensure that it is in 100% working condition, as I will not be able to troubleshoot or repair your machine in class, as this is unfair to others attending, and will consume valuable class time. You are, however, not expected to know how to fully operate your sewing machine, as this forms part of my beginner's course. Although I am experienced with using many different sewing machines, I am not proficient in all makes and models. For this reason, please bring your sewing machine manual with you for all your lessons.

RESTRAINT OF TRADE

It is strictly prohibited to use any of my course content, patterns, tutorials, videos, audio (unauthorised recordings, or not) for any commercial purposes whatsoever. You may therefore not use any part of the course/lesson contents, for starting any income-producing business like mine with any of the above-mentioned, for any commercial use whatsoever. Should be interested in such activities, kindly discuss with me regarding the accepted protocol.

OWNERSHIP

Copying and the distribution of my course contents, patterns, tutorials, videos or audio is strictly prohibited. You are expected to respect and protect the intellectual property rights of any material that you are taught/provided with during a course/lesson. You may not copy, forward, distribute, sell, or make available in any format, or on any platform, to any other person, whatsoever

LESSON ETHOS

I discourage the use of profane language or contentious/offensive subject matter as a part of our conversations during our lessons. As part of my respectful ethos, I encourage attendees to be courteous, well-mannered, tolerant, kind and compassionate to those in my studio. Should your behaviour and language be offensive to me and my other attendees, you will be asked to leave my lessons without reimbursement whatsoever. Any potential issues, regarding admin, course contents, information, or differences between myself and/or other attendees, are to be resolved in private and not during lesson times.

REGISTRATION FORM

Attendee details:

Name & surname: _____

Contact person in the case of emergency: _____

Do you plan on using my sewing machines? _____

Home address: _____

Postal address (if different from the above):

Cell number: _____

Email address: _____

Person responsible for payment (if different from attendee):

Name & surname: _____

Home address: _____

Postal address (if different from the above):

Cell number: _____

Email address: _____

By signing below and/or making payment, you agree to the T&Cs outlined in this document. Access to lessons will only be allowed if this form is completed and signed. Proof of payment via email/SMS is also mandatory prior to commencement of lessons.

INDEMNITY:

I, _____ (full name),

identity number OR passport number:

residing at: _____ (full physical address),

acknowledge and agree neither Genevieve Riemer T/A Sew Genevieve, nor any persons associated with Genevieve Riemer T/A Sew Genevieve (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 Genevieve Riemer T/A Sew Genevieve and all its related entities fully and completely. I further hereby acknowledge that I am liable for full payment of the course/lesson that I have signed up for. I have read the T&Cs and fully understand the contents thereof and agree to these.

I hereby grant Genevieve Riemer T/A Sew Genevieve, or its representatives, the authority (should the need arise) to collect any outstanding payments and recover outstanding payments in Small Claims or The Magistrates Court.

Signed at: _____

Date: _____

Signature of attendee: _____

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

Signature of witness: _____