

Viking Sewing Center Class Registration

Name _____

Parent (Needed if student is under age 18) _____

Street _____

City _____ Zip Code _____

Home Phone _____ Work Phone _____

E-mail Address _____


Class _____ Fee _____

Teacher _____ Class Date _____ Time _____

My Sewing Machine is: _____ I will need a Machine

FOR STORE USE ONLY

Salesperson: _____ Date: _____ <u>Supply List</u> <input type="checkbox"/> Needs Supply List <input type="checkbox"/> Returning Student <input type="checkbox"/> Received Supply List	<u>Method of Payment</u> <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	<u>Cancellation Info</u> <input type="checkbox"/> Student Cancelled <input type="checkbox"/> Teacher Cancelled <input type="checkbox"/> Transfer fee to new class. <input type="checkbox"/> Refund fee <small>rev. 11/19/2010</small>
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 CUT: Give bottom section 'CLASS POLICY' to student

Viking Sewing Center Class Policy

1232 Lincoln Avenue • San Jose • CA • 95125 • (408) 298-5696
www.sewviking.com

CLASS POLICY: You may register for classes in person, or by mail. Registration must be accompanied by payment in full. *Cash or check (made payable to teacher. Please note that our teachers are independent contractors and cannot accept credit cards). **Class fees will be refunded only if class is cancelled, or notice of non-attendance is given no later than 7 working days before class date. In the case of low registration, classes will be cancelled. 10% discount given on class supplies. Children or visitors cannot be accommodated during classes. **(Subject to change without notification)**. Please verify dates and times. All classes are held at our San Jose store unless otherwise noted Thank you. Full Policy at www.sewviking.com
*Credit cards are only accepted for Viking Sewing Center sponsored classes.** Certain restrictions apply.

Please no fragrances or perfumes.

Dear Student,

Thank you for downloading our Class Registration for form for Fee classes. Keep this half and the Class Policy section

1. Please check with our San Jose store before sending in registration.
2. Please fill out form completely and please print legibly.
3. Please read our Store and Class policies. Cut the bottom with Store Policy this is your copy. Full policy is on our website: www.sewviking.com
4. Please note that class registration is a first-come-first-registered basis. So if you really want the class then it is best to register in person at our San Jose store. Mail-in registration is not a guarantee that you will be in the class.
5. Students are not placed on the class list without completed form and full payment.
6. **You must include a self-addressed stamped envelope** so that we may send you your supply list and any special instructions. Please include an extra stamp in case more postage is needed to send supply lists. The stamp will be returned if not needed.
7. We cannot email you supply lists at this time.
8. Please send check, cashier check or money orders only. Do not send cash. We cannot accept credit cards.
9. Make Checks Payable to teacher– Check calendar for this info or call.
10. Please direct all questions to our San Jose store.
11. If you do not have a sewing machine we have a limited amount for use in class. Pre-requisite must take Sewing Machine Basics-Viking Class Sewing Machine.

**Send Registration form,
check & SASE to:**

**Viking Sewing Center
Attn: Class Registration**

**1232 Lincoln Avenue
San Jose, CA 95125**

408.298.5696

Class:

Class Date:

Class Time:

Fee: