

# AVS CLASS POLICIES

## Class Supplies/Machines

When registering for classes and events, a supply list is available on our website. All supplies should be purchased prior to class. Class participants will receive a 10% discount on all supplies purchased at AVS for class. If assistance is needed to prepare for class, an AVS employee will happily help. When specified, students should bring machines that are in good working order to class and basic knowledge on how to use the machine.

## Class Registration

To reserve space in any class, it is necessary to register and pay through our website. Registration can be done in person, over the phone or on our website. We are happy to assist any customer with registering for a class.

## Class Refund Policy

AVS makes a commitment to instructors, guaranteeing a minimum number of students per class up to 7 days prior to the start of class. Classes cancelled by the student prior to the 7 day period, can receive a refund or transfer to another class. **Class fee is forfeited for cancellations made less than 7 days in advance. No refunds or class transfers will be given after the class begins or for no shows.** Classes with less than 2 students will be cancelled and a full refund or class transfer will be given by AVS. Students should check with the store before purchasing items on the class supply list, making sure the class is not being cancelled due to lack of enrollment. To help prevent cancellations, students are encouraged to register early.

## Event Refund Policy

Event attendance cancelled by the student prior to 2 weeks to the start of the event, can receive a full refund. Any cancellation made by the student after the 2 week period, forfeits the event registration fee. No refunds will be given after the event begins or for no shows.

## Classroom Etiquette

To ensure an educational and comfortable environment, please silence all electronic devices. If it is necessary to take a call during class, please exit the classroom for minimal interruption/distraction.

**Please arrive to class ON TIME. Arrive 15 minutes prior to start time to make sure you are set up for class. If you are going to be late, please call the store and let us know, so we can make accommodations.**