

**CLASS REGISTRATION FORM - Please use a separate form for each class**

|             |        |                    |
|-------------|--------|--------------------|
| Class name: |        | Class code:        |
| Class date: |        | Membership number: |
| Name:       |        |                    |
| Address:    |        |                    |
| Email:      | Phone: | Mobile:            |

Preferred method to receive further information (e.g. requirements list) for this class:  EMAIL  POST

**APPROPRIATE PAYMENT MUST BE MADE AT THE TIME OF REGISTRATION** (see Registration for classes, below)

**PAYMENT OPTIONS:**

1. Payment by **cash**  **cheque**  **money order**  \$ ..... enclosed  
cheques to be made payable to: The Embroiderers' Guild, Qld Inc.
2. Payment by **electronic funds transfer** to:  
Suncorp account name: The Embroiderers' Guild Qld Inc. Classes Account BSB 484 799 Account No. 601409000

**Please include the CLASS CODE and your name, on the EFT entry**

**Class codes appear on the class list in the newsletter and in the class details on the Guild website**

Transaction No. \_\_\_\_\_ Amount \_\_\_\_\_ Date Paid \_\_\_\_\_

This form may be:

- scanned & emailed to: [classes@embroiderersguildqld.org.au](mailto:classes@embroiderersguildqld.org.au)
- placed in the classes' box in the Guild rooms
- posted to: Class Registrar, The Embroiderers' Guild Qld Inc. PO Box 150 Fortitude Valley 4006.

**PLEASE NOTE THE FOLLOWING CONDITIONS:**

- . Registration for classes:
  - **Classes for visiting Tutors:** payment IN FULL with registration form.
  - **Guild classes up to \$60.00:** payment IN FULL with registration form.
  - **Guild classes over \$60.00:** \$60.00 with registration form, the balance due two (2) weeks prior to class commencement.
- . Cost: See details on the website for each class.
- . You will be advised of class requisites after registering. Payment for any kit required is paid directly to the tutor. Receipts are issued at class commencement.
- . Class participants are required to sign the normal Sign in Book and Class Attendance Form indicating acceptance of the Tutor's rights under Australian Copyright Law.
- . Cancellation policy and cancellation fees are detailed in Classes Information & Guidelines  
This information is kept on both the Classes Noticeboard and the Guild
- . Should a class require a sewing machine, overlocker or smocking pleater, etc., it is your responsibility to ensure that your machine is in good working order and that you know how to operate it properly.
- . The Guild accepts no responsibility for difficulties with or damage to your equipment. No personal electrical equipment may be used, unless the appliance bears a current electrical safety tag.

All classes will be held at the Guild, 149 Brunswick St, Fortitude Valley, unless stated otherwise, by the Class Registrar.

SIGNED: ..... DATE: .....