

CT woodwork LLC  
Policies

- **Refunds**
  - If you drop out more than 1 week in advanced from the intended class you will receive your money back.
  - If you drop out within the 1 week before class, you will not receive your money back and another person can fill your placement
- **Class Cancellations**
  - If needed to cancel class for a reason, we will refund you, or transfer that money towards another future class of the same value
- **Tuition**
  - Payment must be received in full for both tuition and materials fee.
  - If you choose to bring in your own materials, you must notify us via email at least 1 week before the class and make note on the mail in enrollment form when sending in.
  - If you prefer a check payment make it for the total class price (class + materials fee) and make the check out to: CT woodwork. Please send the enrollment form with the check to: CT woodwork, 121 Traction Blvd, Patchogue, NY 11772.
  - We must receive the check and form no later than 1 week prior to the class you choose to take!
  - To pay by credit card simply go through the checkout process on the website. By clicking on the "REGISTER" button next to the class description, that will take you to the class store where you can find the class you're looking for and proceed with the checkout.
  - **All 1 day and 2 day classes include lunch. ½ day classes do not. There are quite a few places to buy food in the area, or, you can bring your own lunch. We do have a mini fridge/freezer and microwave here at the shop.**
  - **Please pay attention to the times when classes start on the website as they vary depending on weekend, weeknight, weekday.**
  - **Please understand that classes may end earlier than noted depending on how many students in the class and how many questions are asked**
- **Waiver and Release from Liability Form**
  - **You need to print out and complete the WAIVER AND RELEASE OF LIABILITY FORM.** Be sure you fully understand the form before signing. **Then mail the form to us with your enrollment form and check to: CT woodwork, 121 Traction Blvd, Patchogue, NY 11772.**
  - **Or, you can bring it along with you to class** and make sure to hand it to us first thing if you pay by credit card online. Otherwise, if we don't receive a form that day or through the mail prior, you cannot attend the class.