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MELANIE UEMATSU TAILORING

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## Class Guidelines

### 1. Set your goal:

The lessons are tailored to each student's needs. Each student is working on her/his individual project. The goal of each lesson is that you either learn a new technique, proceed on your sewing project and/or get a detailed explanation on a certain topic that is of your personal interest. Please let me know your goal for the sewing classes and I'll give my best to tailor the lessons to your interests and needs. Your feedback is always appreciated!

### 2. Lesson Duration, Location and Language:

Each lesson is 2 hours. 1 hour 50 minutes for instruction and 10 minutes for wrap up. Classes will start promptly as scheduled. You are welcome to arrive 5-10 minutes before the start time to set up, but do not plan to arrive any earlier. (There could be other instruction going on such as private instruction or a prior class that is still wrapping up.) All lessons are taught at the Sewing Circle Atelier, 158-0086 Tokyo, Setagaya-ku, Oyamadai 3-22-12, Meiji Building 202. Lessons are usually taught in English. Japanese and German are possible, too.

### 3. Lesson Tickets Fee:

**Basic Sewing Course**, Small Group Classes (3 people),  
4-Classes Ticket ¥22,000 (tax in)

**On-Going Lessons**, Small Group Classes (3 people),  
Single Class Ticket ¥6,000 or 5-Classes Ticket ¥22,500 (tax in)

**Private Lessons**, Intensive One-To-One Classes  
1 Ticket = ¥14,000 or 4 Tickets = ¥54,000 (tax in)

**Pattern Making Lessons**, Intensive One-To-One Classes  
1 Ticket = ¥14,000 or 4 Tickets = ¥54,000 (tax in)

### 4. Reservation

- A) You can reserve your lesson directly at the atelier or
- B) You send an email and we will confirm the date and time for your lesson.
- C) Please check your calendar carefully before you reserve your class! (see also: 6. Cancellation)

### 5. Payment

The Basic Course Ticket is paid at the first lesson of your course directly at the atelier.

- A) please prepare the full amount in cash or
- B) per credit card (additional 3,5% transaction fee)

The Tickets for On-Going Lessons, Private Lessons, Pattern Making Lessons need to be paid prior to your lesson.

- A) in cash directly at the atelier
- B) per invoice (additional 3,5% transaction fee)

Please note that the full payment is necessary to reserve your lesson.

Class space is very limited and many students apply for classes. Invoices have a grace of 10 hours. If left unpaid your reserved spot can be purchased by another student.

## **6. Cancellation:**

In case you can't attend a class that you have reserved, there's no refund. Please check your schedule carefully before you book your spot! Due to the very limited enrolment in the classes and the very personalised lessons that are planned and prepared on your behalf, 100% lesson fee is charged, even if you have to cancel your class.

If you have signed up for a series of classes, there is no refund. (see also: 7. Ticket Expiration)

Please note: You can give your spot and your ticket to a friend who might appreciate the class! Just let us know so we know who to expect!

## **7. Ticket Expiration**

The Course Tickets don't expire within one year. If you are busy and need to go on a sewing break, no problem! Just come back when you like to continue!

**Tickets that have been purchased before the state of emergency due to Covid19 don't expire for two years!**

**8. Inclement Weather or State of Emergency due to Covid19:** It is possible that I may need to reschedule a class due to inclement weather or if a State of Emergency is announced in times of Covid19. If a closing affects a class I will email and/or call each person to let him/her know as soon as I determine the class needs to be rescheduled. Be also sure to check my Facebook or Blog Posts for closure notifications.

## **9. Material List, Planning a Sewing Project and Sewing Patterns:**

Every student needs to bring his/her own materials to class. Those are fabric, matching thread, zippers, buttons, interface etc.

When you plan your project, share it with me as early as possible. You can ask me at any time, at class or per e-mail, which materials are needed and I will prepare a detailed list.

I will also recommend a best matching pattern from my Pattern Library. Those patterns are designed from beginner to advanced levels and they will be arranged and printed to your personal body measurements!

## **10. Atelier Equipment:**

I provide all kinds of sewing tools for you during your lesson: such as sewing machines, scissors, bobbins, pins, pin cushions, measure tape, pattern rulers etc.

You are of course allowed to bring your own tools. You are also welcome to bring your own sewing machine if you prefer to practice on it. We do offer "Get To Know Your Machine" instruction separately!

## **Other Policies**

I reserve the right to reschedule a class at any time, especially during times of Covid19. In case I hear from a sewing student that he/she got infected somewhere, I will immediately inform all other students and stay in quarantine for the recommended amount of days.

Babies, small children and pets are not allowed to come with you to the classes for safety reasons. (In the atelier are scissors, pins, needles, electric cords from the sewing machines and a hot iron)

If you have any questions, please don't hesitate to contact me

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