



The Embroiderers' Guild of Western Australia (Inc.)

ENROLMENT PROCEDURE

Workshop enrolments are co-ordinated by the **Workshop Registrar only** and should not be directed through other committee members or the Guild office.

Please send all workshop enquiries to the **Workshop Registrar:**

LIZ ROBSON

Phone:0411961806

Email: lizzie@wn.com.au

Full payment is preferred. Otherwise, a deposit of **\$20** must accompany your enrolment.

Balance of payment is required **4 WEEKS** prior to class commencement to ensure reservation of your spot. Please note that we do NOT send reminders for full payment.

THERE ARE 3 WAYS TO ENROL:

1. Email a completed copy of the enrolment form, which can be downloaded from the website, and pay by Electronic Funds Transfer.
If using this method please email a copy of the transaction record to the workshop Registrar.
2. Email a completed copy of the enrolment form with all credit card details completed.
3. Return completed form by post including **credit card** details or a **cheque** made payable to the Embroiderers' Guild of WA.

Workshop Registrar
PO Box 85
Applecross WA 6953

Whenever possible, requirements lists will be sent by email 2 to 3 weeks prior to workshop. **If you wish to have yours posted, please provide a Self Addressed Stamped envelope.**

If you are unable to participate in the class, please contact the Workshop Registrar.

Kit fees (where applicable) need to be paid **in cash** on the first day to the hostess/tutor.

You will be asked to sign a copyright form on the day of the workshop

Occasionally, information contained in this leaflet may need to be updated. Revisions will be published in *The Embroiderer*, the Group Letter, or on the Guild website:

www.embroiderersguildwa.org.au.