

Governing rules

Last Updated maandag, 21 april 2014

Appropriateness

Rules and conditions in the domestic rules are appropriate for all courses and workshop which will be given under the name Nancydesign.

Registration

Registration is possible by filling in the form, sign it and send it to Nancydesign.

Payment

The fee, plus the amount of the ordered equipment by the member of a course must be at the latest 14 days on giro of nancydesign before the first lesson begins.

In the event of late payment, participation is not guaranteed and equipment paid for will not be ordered.

Notice

Notice of the registration must be in writing before the lessons are starting.

If you give notice of cancelling your registration over 14 days before lessons begin, the fee will be returned in full.

If you give notice less than 14 days before the first lesson, an administration fee of 30 EUR will be deducted from any refund.

If you give notice
after beginning of the first lesson, no refund will be given.

Any payments in respect of tools or equipment ordered will not be refunded. If
required, should the occasion arise and the equipment will be yours, and can be collected by prior arrangement. They will
be storage with a maximum
of three month.

Missed
lessons

If the member of a course has missed one or more lessons, these lessons
cannot be made up.

When lessons are in progress:

Cleaning:

10 minutes before the end
of the lessons used machines and tools must be
cleaned and put away. Also the bench and any utensils used (cups etc) must be cleaned and taken
back to the canteen.

Coffee and tea

The Hague: These are included in the fee. Although at the end of the day you
must clean your own cup

Lending

Nancydesign does not lend any tools, materials, literature or magazines. Everything
stays in the studio.

HSE Health, Safety and Environment Policy

In the studio are present burners, chemicals and several machines and tools.

Each participant shall act in a responsible manner so as not to risk injury or damage to him or herself, others, or damage to their surroundings. This will be explained during the course. Instructions are to be followed exactly. Always ask the instructor first before doing something.

Smoking is forbidden.

Jewellery work uses various substances which are harmful to humans. It is each participant's responsibility to wear non-flammable clothing and good shoes (not sandals, for example). If you wish to protect your clothing we recommend that you bring a cotton shirt.

When working with rotating machinery, long hair must be tied up in a bun, plaited, or tied in a ponytail.

You are responsible for your own risks in the workshop. You are responsible for the cost of any damage you cause to tools, goods and materials in the workshop, whether it is property of Nancydesign or of other course participants, and whether the damage is caused by your action, inaction or negligence.

Nancydesign is not responsible for any loss or damage incurred to the property of course participants.