



## REGISTRATION CONDITIONS AND INTERNAL REGULATIONS OF THE JULES VERNE WORKSHOP

- 1• All registration is definitive. Monthly or trimestrial payments are payable in advance (timeline can be adapted).
- 2• Yearly classes can be paid with two checks at the time of the registration.
- 3• The material and products are furnished by the Jules Verne workshop. The workshop declines responsibility regarding allergy that could be developed through usage of the products.
- 4• Firing included.
- 5• Pieces made at the workshop can't exceed 30cm (height or in large).
- 6• All internships demand registration and reservation, as spots are limited.
- 7• The reservation is definitive with the reception of the registration form along with the deposit check of 50% of the total amount, in favor of:  
**Madame Florence Lemiegre.**
- 8• Check are processed once received.
- 9• For all cancellations less than 48 hours of the beginning of the internship, the deposit will be kept. The amount can however be used for another internship - no reimbursement.
- 10• The Raku internships program can vary depending on the number of people registered and weather conditions.
- 11• No piece from outside the workshop will be accepted.
- 12• The Jules Verne workshop isn't accessible or open to public outside classes hours.

### **Management of absences:**

- 13• Absences cannot be reimbursed.
- 14• Hours that are not attended during periods that were already paid for cannot be replaced by hours outside those periods.
- 15• If unable to attend, and if the workshop has been given notice at least 24 hours in advance, missed classes can be attended another time during the registration year -no more than two absences per month-, in coordination with the workshop for logistics and depending on hours and days were it is open.
  
- 16• Workshop might closed for personal reasons (exhibitions, artistic events, holidays). Students will receive notification far enough in advance, and classes will be reported to other usual days and hours at the end of the year.