

Policies For Online Student Fees and Materials

Most but not all Soapmaking Studio classes are available online. Online availability is subject to the instructor's discretion.

An additional fee is charged to students for online attendance. The online fee covers the mailing of the workbook and pen to the student before the scheduled class, the expense of having a staff member operate the camera for the online student during the class, and another mailing to the online student after the class of a certificate of completion and products made during the class.

Class workbooks must be mailed to online students in a timely manner. Our goal is to ensure the class workbook will be delivered to the student a minimum of one (1) day before the online class. Therefore, the online fee is determined largely by the mailing fee charged by the US Postal Service and varies by the length of time between registration and the class date.

Class registration is not complete until all fees are paid, which may include the online fee, a class fee, and/or a materials fee.

Completion of Registration	Online Fee	Mailing Service for Workbook
5 days or less	\$38.00	Priority Mail Express (overnight)
6 days or more	\$25.00	First Class Mail

After completion of the class, the certificate and products are mailed via USPS First Class Mail if the weight is 13 ounces or less and via USPS Priority Mail if the package weighs over 13 ounces.

The class fee and/or materials fee for each class differ and are determined by length of time of class and materials issued to students. Please refer to the "Classes" page of the website at <http://www.soapmakingstudio.com/classes.html>. For a description of which fees incur California sales tax, please refer to <http://www.soapmakingstudio.com/registration/taxable-classes.pdf>.

Because the Soapmaking Studio is located in southern California, all scheduled class times are listed in Pacific Time. Online student check in through Google Hangouts begins 15 minutes prior to the scheduled class time to allow for connection completion and familiarization with Hangouts tools. Before the start of the online class, please review the "Online Attendance Recommendations" section of the website at <http://www.soapmakingstudio.com/policies.html#online-attendance>.

The online student is responsible for his/her own technical device, charging of the device, internet connection, and etcetera. If a viable reception is not accomplished within 30 minutes after the start of class, the online student may choose to have the class and materials fees refunded or to retake the online class at a later date. Online fees are non-refundable due to the completed mailing of materials and staff scheduling.