

SAGA STUDENT CONTRACT – GROUP

Group Leader: _____

Membership Number: _____ Artisan Number (if applicable): _____

Address: _____

E-mail Address: _____

Phone Number: _____ Chapter: _____

Teacher: _____ Course: _____

GROUP OBLIGATIONS

1. The group is responsible for including total payment with this contract.
 - a. Course fee x No. of students + leader fee = Total amount.
Example: 5 students and 1 leader enrolled in “Beginning English Smocking”-
 $\$50.00 \times 5 + \$30.00 = \$280.00$
 - b. Write a check or money order (US\$) payable to SAGA or include credit card information.
 - c. **The teacher will inform students if additional postage fees are required for students outside the US**
2. There will be no refund of fees for uncompleted work.
3. Each group member must complete the course within one year from the group leader's receipt of the first lesson.
The group leader must notify the Correspondence Course Chairman when this lesson has been received. Any exceptions to this policy must be requested by the group leader and have prior approval from the Teacher.
4. The students will be asked to evaluate the course upon completion and return the evaluation form to the Correspondence Course Chairman within 10 days after the course is completed.
5. Each member of the group must be a member of SAGA in good standing.
6. Artisan points will be awarded upon completion of the entire course; **partial lessons will not receive points.**
7. By signing this contract the students, through the group leader, promise not to violate the teacher’s copyright by photocopying any of her course material for other than personal use. These materials are solely for use in this course.

Group Leader’s signature / Date

Method of Payment (please check one)

Personal check in the amount of _____

Money order in the amount of _____

Visa ___ Master Card ___ Discover ___ American Express ___ (check one)

Enter 16-digit card number _____

Exp. Date ____/____ (enter month and year)

Signature of cardholder _____ Date _____

Please return the contract with payment to:

**SAGA
P.O. Box 2846
Grapevine, TX 76099**

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Please list membership number and Artisan number (if applicable)

NAME	MEMBERSHIP NUMBER	ARTISAN NUMBER
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

The minimum number of students is 4 plus the group leader. The maximum number of students per course is ten plus the group leader.

CORRESPONDENCE COURSE REGISTRATION PROCEDURE

1. Read course descriptions and choose the course in which you wish to enroll.
2. Complete course contract for either group OR individual.
3. Write one check payable to SAGA, to be included with the contract and mail to SAGA, P.O. Box 2846, Grapevine, TX 76099
4. Photocopy the completed contract for your records.
5. Upon receipt of the first lesson, you must notify the Correspondence Course Chairman that the course has begun. You have one year from receipt of the first lesson to complete your course.
6. Upon completion of the course, please fill out the course evaluation enclosed with this packet, and send to the Correspondence Course Chairman.
7. The teacher will provide student's with a "points letter" to keep with her artisan card. It is the student's responsibility to keep track of all Artisan points awarded her.

PLEASE ALLOW THREE TO FOUR WEEKS FOR THE REGISTRATION PROCESS

Checklist: Did you.....

- Complete and sign the course contract
- Include check for the class, payable to SAGA or credit card information
- Photocopy your contract
- Notify Correspondence Course Chairman of receipt of Lesson 1 (email or send postcard)
- Upon completion, fill out and mail course evaluation to Correspondence Committee Chairman

It is recommended that you send your completed lessons to the teacher in such a manner as they can be traced if lost through the mailing process such as Return Receipt Requested, Registered mail, U.P.S. or Federal Express.

Please return the contract with payment to:

SAGA
P.O. Box 2846
Grapevine, TX 76099
correspondence@smocking.org

STUDENT EVALUATION OF CORRESPONDENCE COURSE

Name and address (optional)

Course Title: _____

Teacher: _____

Date: _____

PLEASE CHECK THE APPROPRIATE BOX

	Very Good	Average	Needs Improvement
1. Title, class material, and class level accurately describe materials presented.			
2. Written instructions are clear, logical, easily understood, and adequate.			
3. Course is well prepared and well organized.			
4. Explanations of techniques are easy to follow.			
5. Teacher answered questions.			
6. Teacher's critiques were helpful.			
7. Teacher returned work and critiques on time.			
8. Kit contents were fully used.			
9. Time allowed for each lesson was adequate.			
10. My overall impression of the course.			
11. Diagrams/pictures are clear, logical, easily understood and adequate.			

12. Would you take another course from this teacher if the subject appealed to you?

13. Would you take another correspondence course if the subject appealed to you?

14. Did the course stimulate your imagination and creativity?

15. Did the teacher encourage you to expand upon the materials/information presented?

YES

NO

COMMENTS:(Please include any suggestions you feel would improve this course and correspondence courses in general, and list any additional course subjects in which you would be interested.)

Please return evaluation to:
Debra Soderland
9535 W. Layton Avenue
Greenfield, WI 53228
correspondence@smocking.org