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 150917 Nashville, TN 37215
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 available online under Correspondence Courses.
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.
SAGA CORRESPONDENCE COURSE STUDENT REGISTRATION

Name: ______________________________________
Membership Number: ___________________ Artisan Number (if applicable) ___________________
Address: ____________________________________________________________
City_________________________ State ___________ Zip ___________________
E-mail Address _______________________________________________________
Phone Number: ___________________ Teacher ____________________
Course: _____________________________________________________________

STUDENT OBLIGATIONS

1. The student is responsible for including payment for all fees with this contract. Please follow the directions below.
   a. Write a check payable to SAGA or pay by credit card
   b. Foreign students are asked to pay by U.S. Money Order
2. If total postage is not included, the teacher will inform the student of additional postage fees. Additional postage may be required for students outside the U.S.
3. The student must complete the course within one year from the receipt of the first lesson. The student must notify the Correspondence Course Chairman when this lesson has been received. A student who is unable to complete the COURSE in the specified amount of time may also request a limited extension, which may be granted at the discretion of the Teacher.
4. The student 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. There will be no refund of fees for uncompleted course work.
6. The student must be a member of SAGA in good standing.
7. Artisan points will be awarded for completion of the entire course only, partial lessons will not receive points.
8. By signing this contract the student promises not to violate the teacher’s copyright by photocopying any of the course material for other than personal use. These materials are solely for use in this course

Signature of student___________________________________________________________________

Method of Payment (please check one)
Personal check in the amount of:__________________Money order in the amount of__________
Check one Visa___ Mastercard___ Discover___ AmEx___ Enter 16-digit _________________________________
Exp. Date __________/____ (enter month and year) CVV Code______________________________
Signature of cardholder_____________________ Date____________________________

Please mail a copy of the contract with payment to:
Smocking Arts Guild of America
PO Box 150917
Nashville, TN 37215

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
__Upon completion, fill out and mail course evaluation to Correspondence Committee Chairperson

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.
SAGA CORRESPONDENCE COURSE STUDENT REGISTRATION

Course Title: ________________________________

Teacher: ___________________________________

Date: _______________________________________

Student Name (optional): _______________________

PLEASE CHECK THE APPROPRIATE BOX

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<tr>
<th></th>
<th>Very Good</th>
<th>Average</th>
<th>Needs Improvement</th>
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<tbody>
<tr>
<td>1. Title, class material, and class level accurately describe materials presented.</td>
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<td>2. Written instructions are clear, logical, easily understood, and adequate.</td>
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<td>3. Course is well prepared and well organized.</td>
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<td>4. Explanations of techniques are easy to follow.</td>
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<td>5. Teacher answered questions.</td>
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<td>6. Teacher’s critiques were helpful.</td>
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<td>7. Teacher returned work and critiques on time.</td>
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<td>8. Kit contents were fully used.</td>
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<td>9. Time allowed for each lesson was adequate.</td>
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<td>10. My overall impression of the course.</td>
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<td>11. Diagrams/pictures are clear, logical, easily understood and adequate.</td>
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<td>YES</td>
<td>NO</td>
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<td>12. Would you take another course from this teacher if the subject appealed to you?</td>
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<td>13. Would you take another correspondence course if the subject appealed to you?</td>
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<td>14. Did the course stimulate your creativity?</td>
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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 mail to SAGA Attn: Correspondence Chair PO Box 150917 Nashville, TN 37215