



Virtual Teaching Terms and Conditions

Class Lengths:

Classes can be 90 minutes or 2 hours each. I have found any longer than this can be hard on the students.

How It Works

Organizer and Karen will agree on class topic(s) dates and time that are mutually agreeable to both parties. A contract and 25% non-refundable deposit request will be sent as soon as details are agreed upon. Once the contract is fully executed and deposit is received, Karen will put the event on her calendar and in her newsletter so that her followers will know about it. She will also provide images, homework and class supply lists to promote the class(es).

The class(es) will not be recorded. If you request to record the class and make it available for a limited time to the registered students, it must be agreed upon and written into the contract before the contract is fully executed. (No addendums later)

Karen will schedule a Zoom meeting on her own account OR the organizer will schedule a virtual meeting on their chosen platform. Either way the organizer must be available for the entire class period to be the co-host, answering questions in chat, letting people into the class, cueing Karen if there are hands raised, etc.

The organizer is responsible for scheduling, signups, promotion, the distribution of the supply list and any homework that is applicable to the class(es). They will also be responsible to send out the Zoom information (or other platform, information) to the registered students.

Karen's responsibilities are to schedule the Zoom call (if her account is used), supply the handouts and supply lists, and teach the class.

Fees

The organizer pays Karen \$375 for each 90-minute or 2-hour session. Upon a signed contract, 25% non-refundable fee will be collected. The remaining amount is due immediately upon completion of the class. Both payments will be collected via Zelle only. If required, Karen will send you a payment request via Zelle.

Notes

Karen agrees to space out classes so that the same classes are not taught in multiple places within a 2-month time-frame before or after the scheduled class.

Handouts will be made available to students approximately 24 hours before the scheduled class. It is the responsibility of the student to print them out in time for class. Please be sure to respect Karen's copyright - those who do not register and attend the class should not receive a handout.

Class size, skill levels and homework vary by class. Karen will work with you on choosing classes if desired.

Cancelation Policy

If the organizer cancels prior to the event the following fees apply:

- Less than 15 days prior to the event: 80% of teaching fees including the non-refundable expense above.
- 15-30 days prior: 50% of teaching fees including the non-refundable expense above.
- More than 30 days prior: Only the 25% non-refundable deposit paid.

If Karen cancels at anytime, she will try to reschedule with you to a mutually agreeable time. If this is not possible, she will return the full deposit and no teaching fees will be paid to her.