**Student Responsibilities and Time Extension Policies**

 **(to be provided by teacher to the student with initial text materials)**

 **Individual Correspondence Course**

 **Embroiderers' Guild of America, Inc.**

1. All submissions should be sent in the manner requested by the teacher in a padded envelope. Send only the lesson(s) in question and not the entire notebook.
2. All postage - both to and from the teacher - should be paid by the student.
3. The student has approximately two months to complete the lesson for submission to the instructor. An extension will be granted if the student requests it prior to the due date of the lesson.
4. If the course cannot be completed in the allotted time period, the student may make a written extension request to the teacher. After conferring with the ICC Chair, any extension granted will be provided in writing by the teacher.
5. A student who does not communicate or return lessons on time to the teacher, and who has not requested an extension, will be considered delinquent. Any student more than three months delinquent without excuse will be notified of the delinquency by the teacher and must respond within one month or they will be dropped from the course.
6. A student may assume inactive status due to an unexpected situation such as a physical disability or interruption in their time schedule, The inactive status may last for up to six months. If unable to resume after that period, the student must withdraw if wishing to re-enroll at a later date.
7. With permission of the teacher, a student in good EGA standing who has withdrawn or been dropped from a course may be reinstated within two years. The student must have completed at least one lesson and the course must not have been retired. The cost to the student is $15.00 for each remaining lesson plus a $15.00 administrative fee. The teacher should contact the ICC Chair to determine eligibility of the individual student. Reinstatement is then handled through the EGA office. After two years the student must register as a new student and pay the entire course fee.
8. A student cannot reproduce course material for any purpose other than personal use.
9. The student is responsible for notifying the teacher, the ICC Chair and EGA Headquarters of any change of address, telephone number, or primary chapter affiliation.
10. Fees are not transferable or refundable after the course text has been received.
11. A student who relinquishes membership in EGA becomes ineligible to continue in the ICC course.