

## **Mastery Modules by AMCAW Program Terms and Conditions**

Thank you for your interest in the Mastery Modules program. Before you register for the program, we highly recommend you thoroughly read the following terms and conditions.

- In this document
  - words like *'participant'*, and *'purchaser'* will refer to you – the person who is purchasing participation in the Mastery Modules program.
  - words like *'our'*, *'us'*, *'we'*, *'issuer'* and similar terms will indicate the organizers of Mastery Modules, The Alliance for Metal Clay Arts Worldwide, referred to as AMCAW.
  
- By opting to register for the program, you automatically agree to our terms of use. If you have concerns about any of the clauses listed below or do not agree with the terms and conditions, please do not proceed.
  
- Please note that AMCAW reserves the right to make changes, revisions, and amendments, or add/remove sections from this set of terms and conditions, without any prior notifications to you. Such changes will be updated on the Mastery Modules website [Terms and Conditions](#) and will apply to the program immediately.

### **Challenges**

- Each challenge project must meet the challenge requirements and score 6 or above on the evaluation criteria to earn a passing evaluation.
  
- All designs must be original. You may not replicate a design learned in a tutorial or class project for your challenge submission. Individual skills and techniques taught in a tutorial, video, or workshop are acceptable.

### **Module Completion**

- All seven (7) challenge projects must be completed, submitted, and shipped as a group within a nine (9) month time frame commencing from the date of your registration.
  
- To request a one-time thirty (30) day extension please contact [hello@masterymodules.com](mailto:hello@masterymodules.com) at least two (2) weeks prior to your submission due date.
  
- When you have finished all of the challenges in the module, you must fill-in the Module Completion Form located in the Participant Center to alert our administrator that your work is in transit.
  
- If you do not submit your challenges, or formally request an extension on time, your program registration will expire with no refund.

## **Mentor Sessions**

- Guided Option
  - A total of seven (7) Zoom meetings of up to 30 minutes are part of your paid registration.
  - If you need further assistance, additional 30-minute Zoom sessions can be purchased in the Participant Center (Ask-A-Mentor).
- Self-Study Option
  - Individual Zoom Sessions of up to thirty (30) minutes can be purchased through in the Participant Center (Ask-A-Mentor) if you need professional assistance.

## **Cancelled or Missed Zoom Sessions**

- Cancelling or rescheduling Zoom Sessions
  - If you need to cancel or reschedule a Zoom session with a mentor, you may do so by clicking the cancel link in the session confirmation email you received at the point you booked. If you cannot find that email contact [hello@masterymodules.com](mailto:hello@masterymodules.com) and request that the session be canceled. This must be done at least 48 hours prior to the scheduled meeting. The mentor will automatically be sent an email to let them know you have canceled; you do not need to personally contact them. To reschedule, cancel the meeting you cannot attend first then book a new meeting using the mentor's calendar.
- Missed Zoom Sessions with No Notice
  - If you fail to cancel or reschedule a Zoom session within the above stated time period, or forget to attend, the session is forfeit. You will not be able make up this meeting on another date. There is no refund for the missed session.

## **Evaluation**

- Scores awarded by evaluators to any submitted challenge are final.

## **Resubmitting a Failed Piece**

- For any pieces that score 5.5 or below, you'll have the opportunity to resubmit a repaired or replaced item one (1) time within 60 days of receiving the piece back.
- If the repaired or replaced item(s) also score(s) 5.5 or below, an additional evaluation can be purchased at \$125 per piece.

## **Shipping**

- Mastery Modules and AMCAW cannot be held accountable or responsible for any loss or damage while your package is in transit.

## Deposits & Final Payments

- The required Registration Deposit is non-refundable except by the terms laid out in Program Cancellation and Refund Policy section of this document.
- The Submission Fee (final balance payment) is due before your submissions can be forwarded for evaluation. The Submission Fee is non-refundable.
  - Submission Fee payments can be made via a form linked in the [Participant Center](#)

## Program Cancellation & Refund Policy

- Self-Study Option
  - If you have registered for the Self-Study Option, you may cancel and request a refund within 14 days of purchase, or before you submit your Module Completion Form, whichever comes first.
  - A \$25 cancellation fee will apply.
- Guided Option
  - If you have registered for the Guided Option, you may cancel and request a refund within 14 days of purchase, prior to your first Zoom Session with a mentor, or before you submit your Module Completion Form, whichever comes first.
  - A \$25 cancellation fee will apply.

## Data Protection

- [The Data Protection Act 2018](#) is the UK's implementation of the General Data Protection Regulation (GDPR). You agree and accept that AMCAW will be using your personal data entered here to deliver the product or service you are purchasing and to communicate relevant information about the delivery of the product or service to you. In accepting this agreement, you are indicating that you have read and accept our [Privacy Policy](#) and the terms of use in this document.
- By registering for the Mastery Modules program, you give your consent to AMCAW to collect certain information about yourself (*for example: name, picture, date of birth, gender, address, etc.*) for verification and storage.

## Photography

- The participant gives AMCAW permission to use any photos submitted and accepted for inclusion in the Mastery Modules online gallery, for use in AMCAW publications, print, video and online for the general promotion of Mastery Modules and AMCAW. Appropriate credit will be given to the artist and photographer, if applicable. Photo copyright remains with artist(s).

### **E-Mail Release**

- By registering for the Mastery Modules program, you are giving AMCAW permission to communicate with you about AMCAW, AMCAW events and your membership.
- If you have registered for the guided option, you are giving AMCAW permission to share your contact information with the selected mentor.
- AMCAW will not otherwise sell or share email addresses outside AMCAW.

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