



STUDIO DUBBELD

STUDENT HANDBOOK

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Welcome to Studio Dubbeld

Dubbeld Wood School and **Australian Guitar Making School Townville** is an educational facility for woodworkers, offering classes in both Woodworking and Guitar Making.

We provide the studio/workshop, tooling and tuition for enthusiastic woodworking students wishing to attend weekday or evening woodworking classes.

It is our passion to help design and build heirloom quality products.

Our classes are structured to offer individual tuition in a class environment for everyone from beginners through to more experienced woodworkers.

Our tutors and resident designer/makers bring a wealth of extensive technical knowledge in the methods and application of traditional and modern woodworking techniques.

Previous woodworking experience is not required, however the success in fine woodworking and guitar making requires patience and attention to detail. Please be realistic about the amount of time it will take to complete your product, it **may take longer than you anticipate**.

All equipment necessary to complete your project/s is provided by Studio Dubbeld. Our facilities are fully equipped with power tools, hand tools and static machinery, however we encourage you to bring your own tools to class if you have them.

1. Your first class at Studio Dubbeld

○ What do I bring?

For your first session, please bring the following:

- An idea of what you would like to make or achieve
- Notebook
- Any drawings or photos that you'd like to use as inspiration for your project

○ What Clothing Do I Wear?

- Comfortable clothing, as long as you are happy to get your clothes dirty
- Closed in shoes

○ Where Do I Park?

- Alongside the buildings on Bundock street or Short Street
- Do not park in driveways

○ Kitchen

- We provide tea, coffee, sugar and milk to all students. Cold drinks and biscuits are available for purchase
- Please clean up after yourself

● How do I get in contact

- Email office@studiodubbeld.com
- Text Joel on 0412243444
- Facebook us Studio Dubbeld
- Instagram Studio Dubbeld
- Send a pigeon to 142 Bundock street.

2. Important information about classes at Studio Dubbeld

What if I am unable to attend a class?

In the event of any planned absence, upcoming bookings must be cancelled a minimum of 5 days in advance to avoid being deducted the fee for that class. Cancellations can be self managed (preferred) by using our on-line booking system <https://booking.studiodubbeld.com>, otherwise notice in writing (SMS, facebook or email is fine) is required. If the student is unable to give 5 days notice, payment for the missed class will still be required.

In the event that you have paid for a class that you were unable to attend, we offer a make up class as credit. This credit cannot be substituted for an already booked class. Credits are non refundable and must be used within 1x month or they are lost.

Credits are to be self managed, either by using our booking system or arranging directly with the instructor. No reminders will be given.

How do I pay my session fees?

- Fees are payable upon booking <https://booking.studiodubbeld.com> and can be made immediately via credit/debit card, or with booked up credit that has been previously added. Credit can also be added via electronic transfer, in person via eftpos or cash, or over the phone via credit card.

Electronic Funds Transfer payments:

Bank Details

Name: Studio Dubbeld

Bank: BOQ

BSB: 124001

Account no. 20856764

Fee Structure

- Enrollment Fee - \$200 (one off, non refundable)
- General Attendance - the standard price of a single 4 hour session - \$100*
- After 20 paid lessons you are gifted one lesson
- Events such as Tuesday evening workshops - price varies

* The tuition fee for each 4-hour session applies regardless of whether or not the student chooses to attend for the full 4 hours. The current tuition fee is \$100 (including GST). This fee is subject to increase per annum.

Class Structure

- Classes are generally small with one student to each bench
- Each student works at their own pace
- The use of tools as required
- Individual tuition in a class environment - the instructor's individual time and attention to the degree that is practical as shared between the students in that class

What happens if my class is cancelled or rescheduled?

- Most classes require a minimum of 2 students in order for the class to run
- If a class or course does not receive sufficient enrolment, it will be cancelled
- Students will be notified at least 24 hours prior to their class if it has been cancelled
- Students will be refunded in full if their class has been cancelled
- If a class or workshop has been rescheduled, students will be offered the choice to transfer their enrolment to the new date and time or be refunded in full

How do I go about providing constructive feedback?

We love hearing from our students. Please email office@studiodubbeld.com with any feedback you may have.

All emailed feedback is confidential upon request.

Complaint resolution may involve contacting the tutor and other students

3. Health & Safety

A key principle of the Health & Safety Policy is the School's expectation that:

Each Student has a responsibility for their own safety and that of nearby persons.

Students will not use machines or tools if they do not have relevant experience, unless members with appropriate expertise are present to provide training and guidance.

The School will not be held responsible for accidents that occur if the above rule is not observed.

Students will be required to use safety devices e.g. push sticks, when operating woodworking machines and wear or use PPE (personal protective equipment) when operating woodworking machines or when near machines being operated by others.

To help ensure your health and safety and that of others, it is the School's policy that:

- Under no circumstances is anyone to operate woodworking machines or power tools at the Workshop unless another person is present.
- Students deemed by the teacher to require more training on a particular machine or power tool must undertake such training if requested to do so, before using such machine or power tool.
- If a Student is not confident on how to safely use a particular machine or power tool, they must consult the relevant user manual or seek guidance from the instructor.
- To minimise the exposure to airborne dust particles by machine and power tool operators and persons nearby, where applicable, dust extraction equipment must be used.
- Any hazard or potential hazard identified by a user of a machine or power tool or a person watching, must be reported to the instructor (a hazard is anything, including work practices and procedures, that has the potential to harm the health or safety of a person).
- Students using a machine or power tool must wear clothing, footwear and hair style appropriate for a woodworking workshop (loose clothing, neckties, open sandals and thongs, jewellery and long loose hair are not appropriate for work in a workshop).
- Safe work practices by all students using machines and power tools are a must, including wearing PPE, using safety devices such as push sticks, securing work pieces with clamps where appropriate, turning off power and unplugging machines and power tools before making adjustments and not leaving a machine or tool running unattended.

The Student agrees that woodworking tools are dangerous and that they will be used at their own risk, with care at all times and in accordance with the instructions given by the Instructor. Machinery must not be operated unless the Student has been shown and has understood the Safe Operating Procedure for each machine.

Fire exits & first aid

Emergency exits can be taken, via the front, back and side doors. Evacuation maps are located at the entry/exits to the buildings. The first aid kit is kept on the tool wall in the classroom. Please take note of the positions of the fire extinguishers in the classroom and machining areas. All accidents should be recorded in the incident report book on top of the first aid box.

1. Fire evacuation procedure:
 - a. Direct students to the nearest exit
 - b. Phone 000 and ask for fire brigade
 - c. If it is necessary to evacuate the premises, students, residents and staff should assemble on the grassed area directly in front of the workshop on Bundock street (of the corner of Bundock & Short street)
 - d. Ensure all students are present

What are the general guidelines for safe use of standing/static machinery?

- Do not operate any machine unless training has been provided
- Do not put yourself in danger
- Always use eye protection
- Use ear protection where necessary
- Always use push sticks and leave them accessible for the next user
- Do not use tools or machinery if you are affected by medication, alcohol, drugs or if you are tired or upset
- Always make sure guards are in place and are operating properly
- If in doubt, do not proceed and always ask for assistance
- Cease operation if you notice anything unusual
- Wear appropriate clothing and avoid long loose sleeves, rings, jewellery, watches, ties and tie long hair back
- Get help from another student when necessary
- Be considerate and do not crowd the work area or create obstacles. Be patient and wait for your turn
- Make sure the blade of any tool or machine has ceased to move and power has been disconnected before making any adjustments
- Maintain a secure and balanced stance at all times
- Always use a dust extractor when there is one present
- Clean sawdust and off cuts regularly from machine surfaces and surrounding areas. Be responsible for your own dust & shavings. **Do not leave it for others to clean up after you.**
- You are responsible for your own safety

Studio Dubbeld workshop policies

We pride ourselves on a clean, functional and inviting educational environment. Please ensure all policies are followed.

Deliveries

- When arranging a delivery of anything. It must be done within a time slot of a class that you are attending.
- If you cannot have an item delivered in this manner, please contact Joel or Aden.

Cleaning

- All students are expected to clean and tidy their bench and machining areas after use. Vacuum cleaners, brooms and brushes are provided
- Clamps should be cleaned & returned to their hangers
- Chisels and hand tools should be returned to their parked positions
- Bins emptied into wheelie bins
- Kitchen mugs, glasses and cutlery should be washed and placed on the racks to drip dry

Sawdust/Shavings

- Airborne sawdust must be kept to a minimum. Always use dust extraction on sanders and power tools wherever possible
- Wear a dust mask when exposed to airborne dust. Dust masks are available for sale in our shop.
- Sawdust/shavings may be taken home by students provided they use their own bags

Smoking

- Is not permitted within any of the buildings
- Is permitted outside but not near doorways, timber storage areas or combustible materials
- Sand filled ash/butt buckets are provided at designated smoking areas

Storage of finishes and solvents

- All flammable finishes are to be stored in the flammables storage cupboard (bright yellow cabinet)
- Please ensure all spillages are dealt with promptly
- Hang used finishing rags out to dry (to avoid spontaneous combustion)
- Used chemicals must be disposed of in the appropriate container provided
- MSDS are provided for all harmful finishes, adhesives and solvents

Storage of timber and projects

- Please identify all timber, whether rough sawn lengths, dressed lengths or panels, with your name
- Discarded offcut panel material is stored vertically beside the Panel Saw
- All large items of furniture should be stored in the Bundock street workshop (igloo)
- To ensure adequate storage space for every student, please take home any materials you do not need to complete your current project
- Any materials or unfinished projects left at the School for a period longer than *12 months* after a student's most recent lesson, may become the possessions of the School to use or dispose of as it sees fit, unless prior arrangements have been made with the Instructor. If you have not contacted us within that 12 months we will assume you are not returning
- Any materials, projects or any other student's belongings are left at the student's own risk. Ensure that items are neatly packed away to minimise damage

Timber Processing

- No machining of second-hand or recycled materials. Hidden nails, soil grit, etc damages the machine blades
- No treated pine. Australia's pesticide regulator has released a draft report on the use of Arsenic treated timber products, and wants them eliminated
- No raw MDF to be machined/drilled/sanded in the workshops unless 99% efficient dust extraction is used. Formaldehyde is released through cutting and sanding and may cause irritation to the eyes and lungs
- No unsupervised naked flames

Timber and Materials purchases

- Timber and Materials are available for purchase at the Studio.
- Costs on materials will be advised and must be mutually agreed to prior to any cuts being made.
- Unpaid materials used during class will be put against credit and emailed
- Non stock items which require a special order will be quoted and, once agreed, must be paid in full, including freight, prior to orders being made.
- Students are welcome to source their own materials, provided they are checked as sound by the tutor prior to use.

Consumables supplied free to students

- Clean rags
- Disposable gloves
- Tea & coffee etc

Abrasives, adhesives and finishes are available for purchase in our shop. Smaller quantities of specialised consumables will be charged in accordance with volumes used.

PPE (Personal Protective Equipment)

All newly enrolled students will be supplied with one pair of safety glasses, ear plugs and a disposable dust mask.

Workshop sets of earmuffs and safety glasses are located in the machining area

New earplugs, safety glasses and dust masks are available for purchase in our shop

Student communications

The preferred method of communication is by email, text message or facebook.

Insurances

We are committed to ensuring the health and safety of all our students and have taken out Insurance protection in the following areas:

1. Plant & machinery
2. Fire: building via landlord
3. Public liability and Indemnity
4. Covered for legal liability to the general public re woodworking, public meetings, woodworking demonstrations, exhibitions and festivals against claims in respect of personal injury to third parties & damage to property of third parties.

Using machinery at Studio Dubbeld

Do not operate any machinery if you are affected by medication, alcohol, drugs or if you are tired or upset. Please check with your doctor if you are unsure of the side effects of any prescription medication.

Timber preparation

- It is necessary to understand fully the reasoning behind timber preparation so that machining can take place in the correct sequence, and safe, economical and satisfactory results can be achieved.
- The timber preparation process begins with the selection of boards and their assignment to specific components.
- Make sure that the length of the boards allows for checked ends to be docked.
- Make sure that the width and thickness of boards allows for correction of cup, bow, twist, warp and normal loss associated with dressing.
- You must be absolutely certain that boards are of the appropriate length, thickness and width for safe and easy handling. Never too short; never too thin; never too narrow and preferably not too long for ease.
- Learn to identify grain direction.
- Select the appropriate face before commencing machining.
- Consider the relationship between machine work and subsequent handwork.

Machinery Operation

- It is always necessary to check the accuracy of all measurements and angle settings of any machine with a dependable measuring device - **machinery calibration is not guaranteed accurate.**
- It is advisable to make test cuts on scrap material

Bandsaw

Use for:

- Cross cutting
- Ripping
- Joinery
- Curved cutting

Preliminary directions:

- Note position of on/off switch.
- Dust Extraction operational
- Adjustment of guards to be made or checked
 1. Blade guard. Position the guard approx. 12mm above the top of the work piece.

Operation:

Unlike the table saw, it is possible (though not necessary) to make band saw cuts without the assistance of a fence. Clearly, this is the case when making curved cuts. When making free hand cuts, turn on the saw, hold the work piece firmly, keeping hands clear of the blade. Move the work piece through the cut at a slow constant pace. To make a rip cut using the fence, lock

the fence at the appropriate distance from the blade. Turn on the saw and hold the work piece down firmly onto the table and against the fence (using push sticks if required). Move the work piece smoothly and slowly forward into the blade. Maintain constant pressure against the fence so that the cut does not wander. Never pull back when cutting. If you have overcut, turn the machine off to withdraw the work piece.

Remember to:

- Keep hands away from the blade
- Use push sticks
- Never pull back while cutting
- Use band saw for ripping shorter pieces of material rather than panel saw
- Because of the size of the table, enlist an assistant to rip long pieces of material.

Drill press (pedestal drill)

Preliminary directions:

- Note position of on/off switch.
- Adjustments to be made or checked - table/machine head height and depth stop

Operation:

1. The advantage of the drill press over a hand held drill is its ability to bore holes at right angles to the surface of the table with great accuracy. (The table can also be rotated to enable holes to be drilled at different angles).
2. The drill press can be set up to drill 'stopped' holes (of a fixed depth), as well as 'through' holes.
3. The drill press is ideal for drilling larger holes using forstner and saw tooth, however, the likelihood of jamming is increased when using larger diameter bits and cutters. There is a potential hazard with all power drills for the bit to jam in a piece of work, causing either the drill or the work to spin. With the drill press, a jam could cause the work piece to spin and potentially injure the operator. There are two methods of avoiding this possibility; either to clamp the work piece directly to the table or clamp a fence to the table. Both methods accurately locate the work piece and prevent it from being able to spin.

Remember:

Do not leave the chuck key in the chuck.

Sliding compound saw (docking saw)

Use for:

- Cross cutting boards
- Removing waste
- Docking to length
- Cutting mitres, bevels & compound angles
- Cutting joinery

Preliminary directions:

- Note position and operation of trigger and trigger lock.
- Adjustments to be made or checked - mitre angle, bevel angle and depth of cut
- Dust Extraction operational

Operation:

1. Before cutting, the work piece must be secured with the cam clamp. If the work piece is large, enlist the aid of an assistant.
2. To make the cut, extend the saw head fully towards the operator. Activate the trigger. When the blade reaches maximum speed, press the handle gradually down to cut through the board.
3. When full depth is reached, push the saw gently through the work piece. At the end of the cut, release the trigger and allow the blade to stop spinning before raising the handle.
4. Under no circumstances is it appropriate to make a cut by pulling the blade through the work towards the operator. This could cause a kick of the blade upwards from the work piece.
5. Always clamp work piece when cutting.
6. Keep hands out of the path of the saw blade
7. Maintain a balanced stance.

Surface planer (buzzer, jointer)

Use for:

- Making the primary face of a board smooth and flat.
- To remove bow, cup or twist
- Making an adjacent edge smooth, flat and right angle to the primary face

Preliminary directions:

- Note the position of the on/off switch
- Always use push sticks and pads
- Make sure guard is working correctly
- Keep hands away from cutter
- Avoid loose clothing, tie back long hair, remove jewellery
- Only dress material of appropriate size – never less than 300mm in length; no thinner than 10mm, not less than 50mm wide.
- Check material for nails, screws, stones or staples before commencing
- Clean boards with a wire brush before dressing if necessary
- No second hand or recycled materials or manufactured board such as mdf or plywood
- Select appropriate face and grain direction
- Adjustments to be made or checked - height of the in-feed table; position and square-ness of the fence.
- Dust Extraction operational

Operation:

1. Place board on in-feed table.
2. Push down firmly with both hands and move board over cutter head at a constant and moderate speed. When the leading end has travelled across the cutter head, reposition one hand to push material firmly down onto the out-feed table, preferably with a push pad. Continue to move the board smoothly over the cutter head - with all pressure down over the out-feed table and cutter head -until the cut is complete. Repeat until the entire surface is planed.

Remember to:

- Keep fingers and thumb on top of board
- Pressure is applied predominantly on out-feed table
- Position body close to machine
- Maintain a balanced stance
- Use push sticks/blocks/pads
- Ensure that you maintain a constant feed speed – slow to moderate
- Do not adjust the out-feed table.

Thickness planer (thicknesser, planer)

Use for:

- Making opposite face of previously surfaced board smooth, flat and parallel

Preliminary directions:

- Note the position of on/off switch.
- Height of the table. Adjustment of the table height.
- Dust Extraction operational

Operation:

1. Adjust table height of machine to remove approximately 1mm of material from the thickest part of the board.
2. Place the previously smoothed surface of the board on to the machine table pushing down firmly so that the board is flat on the machine table. As you push the board into the machine, the power feed roller will grip the board and take over the feeding of the material. Support the trailing end of the board until it is halfway through the machine.
3. Move around to the out-feed side of the machine and support the leading end as it exits the machine.
4. Move the table up approx. 1mm and repeat process until the board reaches the required thickness.

Remember to:

- Never put hands inside machine
- Adjust machine to remove material in small increments
- Use paraffin wax on table to reduce friction
- Hold board down firmly onto table at beginning of cut to avoid chatter
- Support trailing end of board at the beginning of cut, then move around and support leading end of board as it exits machine

Wide Belt Sander

Use for:

- Sanding surfaces smooth, flat and parallel to opposite surface

Preliminary directions:

- Ensure Air compressor and Dust extractor are turned on
- Note the position of on/off switch
- Height of the feed mat table. Adjustment of the table height.

Operation:

1. Ensure all glue is removed from the work piece.
2. Engage the power switch (clear button) and adjust table height of machine to remove approximately 0mm of material from the thickest part of the board on the first cut (to ensure no overcutting). As you push the board into the machine, the feed mat will grip the board and take over the feeding of the material. Support the trailing end of the board until it is halfway through the machine.
3. Move around to the out-feed side of the machine and support the leading end as it exits the machine.
4. Move the table up approx. 0.2mm and repeat process until the board reaches the required thickness.

Remember to:

- Never put hands inside machine
- Adjust machine to remove material in small increments - max 0.2mm each cut
- Hold front of board down firmly onto table at beginning of cut
- Support trailing end of board at the beginning of cut, then move around and support leading end of board as it exits machine

Table saw (panel saw)

Use for:

- Cross cutting
- Ripping
- Joinery (i.e. half laps etc)

Preliminary directions:

- Note position of on/off switch
- Adjustments to be made or checked - height and tilt of the blade, overhead guard and riving knife
 1. Riving knife must be no further than 12mm from the back of the blade and just below level with the top of the blade
 2. Overhead guard as close as practical to the top of the blade

Operation:

The work piece must be smooth and flat (i.e. no bows, twists, etc) so that it will not wobble on table or against the fence (which could cause the blade to jam).

To shoot and edge straight and square:

1. First clamp front wedge against sliding arm fence.
2. Switch on saw.
3. Hold work piece firmly down on to the table and push against the front wedge to lock it in position.
Use the back wedge to lock the board in position, pushing towards the front wedge; one hand gripping the wedge and the other hand gripping the sliding table.
4. Slide the table forward into the blade maintaining a constant, moderate speed.

For ripping:

1. Position the fence at the appropriate distance from the blade and lock it tightly in place.
2. Ensure that the board is in continuous contact with the fence or 'kick back' may occur and/or the cut will be inaccurate.
3. Always use a push stick when finishing the cut.
4. To avoid overbalancing or losing control of the board – get an assistant to 'tail out'.

5. The Operator should always be in control of the cut. The assistant should only support the work piece as appropriate and not attempt to interfere with the cut.

For cross cutting:

1. Place the work piece against sliding arm fixed fence (right angle) or adjustable fence (set at appropriate angle to the blade).
2. Set length stops.
3. Switch on saw.
4. Hold work piece firmly against fence and down onto the table with two hands. One hand against workpiece and the other behind the fence so as to clamp the piece against the fence.
5. Ensure that hands/fingers are well clear of the Saw blade.
6. Slide the work piece forward smoothly into the blade until cut is complete.
7. Turn off saw and wait until the blade stops spinning before removing the work piece and off cut.

Remember to:

- Always use guard and riving knife
- Adjust blade to appropriate height - generally about a tooth height above the work piece thickness. Locking nut must be released and re-tightened with each adjustment
- Check that blade is at right angles to table surface (or at appropriate angle)
- Use only one fence at any time
- Use push sticks
- Keep hands away from blade
- Position body outside the path of any potential flying offcut
- Get assistant to 'tail out'
- **Do not rip short material (less than 500mm)**

**If you are unsure about how to use a piece of machinery,
ask for assistance.**

Terms and Conditions

Below are the Studio Dubbeld Terms and Conditions.

Anyone accessing the space must agree to these terms and conditions before signing up. Each student must receive theoretical and practical instruction in the safe use of all tools and machinery, from a Studio Dubbeld tutor in order to use equipment in the workshops in any capacity (supervised and unsupervised).

Liability Waiver:

- Any damage, loss or theft incurred to personal property and/or equipment that I bring into Studio Dubbeld, or generate/create in any area of Studio Dubbeld.
- Any bodily injuries or damages that I may sustain as a result of participating in any class, workshop, or program and/or using any machine or equipment owned by or incurred on Studio Dubbeld property or premises.

Signature: _____

Date: _____

Photo Release:

I consent that Studio Dubbeld has full and unrestricted publishing and use rights for any photographs (digital or print) taken on the Studio Dubbeld premises by Studio Dubbeld employees in which my image or any of my materials or art, either brought in or created/generated at Studio Dubbeld, appears. I hereby release, discharge, and agree to hold harmless Studio Dubbeld from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

Signature: _____

Date: _____

Storage:

Label all materials. Whether rough sawn lengths, planed lengths or panels, ensure each piece is marked with your name.

To ensure adequate space for each student, it is a requirement that all students store their materials neatly.

At the completion of a discontinuing student's last class at Studio Dubbeld, all timber belonging to them must be removed.

Discontinuing students have 6 months, from their last class, to remove their projects and timber. After this time, the timber becomes the property of Studio Dubbeld and will be re-used or disposed of.

Signature: _____

Date: _____

'Make up' Sessions:

- 'Make up' sessions allow students who have missed a class due to illness or other commitments, the opportunity to attend another class.
- 'Make up' sessions are student managed. Studio Dubbeld tutors and administration are not responsible for organising 'make up' sessions for students.
- 'Make up' sessions are solely the responsibility of the student.
- 'Make up' sessions must be used within one month.

I have read and agree to abide by the rules and guidelines listed above.

Signature: _____

Date: _____

Student Details:

Name: _____

Address : _____

Mobile: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Medical Conditions:

Do you agree to all the terms of this agreement as stated above:

Date:_____

Signature_____

Let's Get Building.