



2023 Year-Long Writing Project Details

Table of Contents:

Participation Information, including the Loft's Commitment to Equity and Antiracism: 1

Cohort Meetings: 2

Final Meetings: 3

Consultations and Visits: 4 and 5

Communal Writing Space: 6

Registration Policies: 7

Payment Options: 7

Refund Policy: 8

Covid-19 Response: 11

Additional Costs: 11 and 12



Participation Information

The Loft's Commitment to Equity and Antiracism

The Loft's ongoing commitment to being an anti-racist organization means that everyone within the Loft community—staff, board, teaching artists, students, audience members, and other program participants—share the responsibility of cultivating an equitable classroom, conference, festival, and event learning environment. We ask that every Loft community member help to create spaces that reflect our shared anti-racist and equity-based values, as articulated in our [values statement on equity and anti-racism](#); in our [antiracism commitment](#); and in our [code of conduct](#). If you have questions or concerns about taking on this shared responsibility while a student in a class or year long writing program, please reach out to the Loft's education director at edu@loft.org.

Participation is limited to 12 people per project cohort for the year. Cohorts will form a close community of novelists, poets, or memoirists/creative nonfiction writers. There is no application for the Year-Long Writing Projects; registration is on a first-come, first-served basis.

Each participant will receive:

- Four one-on-one mentor meetings with the teaching artist to consult on your individual project (including a final full manuscript critique)
- For in-person cohorts: a communal writing and discussion space in one of our classrooms in the Open Book building, for the duration of the Writing Project, contingent on the Loft's COVID-19 safety protocols. The communal writing space provided is the classroom in which cohort meetings take place, and is made available during breaks from cohort meetings (typically mid April to mid June, and mid August to late September) in the same time frame as the cohort meetings take place (typically 6-9pm, either Tuesday or Thursday evenings). In the event that the Loft has to offer online-only programs in 2023, cohort meetings and classroom space will be virtual (via Zoom). Online cohorts will meet virtually throughout the year; no in-person meetings will be required.



- 32 cohort meetings throughout the year. These meetings will include:
 - Instruction on craft
 - Engaging discussion of craft, readings, and student work
 - Generative writing time
 - Workshopping
 - Visiting authors and publishing professionals
 - Teaching mentor consultations
 - Final manuscript consultation
- A final public reading (five to seven minutes from each reader) at the Loft, or virtually for the online program, in January 2024. For the Creative Nonfiction and Memoir Writing Project starting in June 2023, the final readings will be online in April, 2024.

Cohort Meetings

Each cohort will meet weekly during the winter/spring term (12 weeks, February–April) and in the fall term (12 weeks, September–December). During the summer term (June–August), cohorts will meet biweekly (every other week) and select Saturdays. There is a required orientation meeting in late January.

The June cohort of the Creative Nonfiction and Memoir Writing Project will meet weekly beginning Tuesday, June 13 for 6 weeks and some Saturdays. During the fall and winter/spring terms, cohorts will meet weekly on Tuesday evenings (12 weeks, September–December, 2023 and 12 weeks January–April 2024). There is a required orientation meeting on June 6; please plan to attend.

For details on exact dates and times, visit the project specifics webpages:

[Novel Writing Project](#) | [CNF/Memoir Writing Project with Carolyn Holbrook](#) | [CNF/Memoir Writing Project with Sun Yung Shin](#) | [Poetry Apprenticeship](#)

Each meeting will be organized and carefully planned, and each participant will be asked to participate fully. The class simply won't work without everyone's engagement; your participation is key throughout, as class meeting times are meant to keep your



writing goals on schedule. Many of the cohort meetings will include visits (in-person or virtual) with established writing and publishing professionals.

Your work will range over several topics. Students will also consider the architecture of their projects and begin to work immediately on putting their plans into place. The main focus of each cohort's time will be workshop-based, but students will also be assigned a series of books.

May or August/September, depending on your program start date, is a time for assigned craft study and independent study/work, to make progress on your novel, memoir, or poetry collection.

For the January cohorts (Novel, Poetry, and CNF/Memoir):

During the summer months, students will focus even more on their own writing, which they'll do on their own, with direction from their teaching mentor.

In the fall term, cohorts will focus on yet more writing, workshopping, and revision but will also move into discussions about the business of writing and publishing. For these purposes, cohorts will host industry professionals as special guests.

In addition to class meetings, each participant will have four one-on-one meetings throughout the year with Peter (Novel), Carolyn (CNF/Memoir), or Gretchen (Poetry) to consult on individual book projects. This includes a final manuscript consultation session that will take place in January or February 2024, once the teaching artist has had a chance to read and critique each manuscript. Manuscripts must be handed in on the final day of the fall term class session in December 2023, and the final one-on-one meeting must take place no later than February 28, 2024.

For the June cohort (CNF/Memoir):

The program begins June 13, meeting weekly for 6 weeks and some Saturdays. During the summer months, students will focus on craft, discussion, and generative writing.



In the fall and winter/spring terms, cohorts will focus on yet more writing, workshopping, and revision but will also move into discussions about the business of writing and publishing. For these purposes, cohorts will host industry professionals as special guests.

In addition to class meetings, each participant will have four one-on-one meetings throughout the year with Sun Yung, to consult on individual book projects. This includes a final manuscript consultation session that will take place in May or June, 2024, once the teaching artist has had a chance to read and critique each manuscript. Manuscripts must be handed in on the final day of the winter/spring term class session in April 2024, and the final one-on-one meeting must take place no later than June 25, 2024.

Final Readings

The Year-Long Writing Projects and the Poetry Apprenticeship will culminate in a public reading. For in-person cohorts, these will take place at the Loft, in the Performance Hall at Open Book; for virtual cohorts, they'll be held over Zoom. Each student will read for five to seven minutes from their manuscript.

Consultations and Visits

Visiting Authors & Publishing Professionals | Over the course of the year, several published authors and publishing industry professionals will visit cohorts during class. The purpose of these visits is to introduce students to enduring works of fiction, memoir, or poetry; the people who wrote them; and the sorts of people who help bring them to the world.

These meetings will be largely informal and include ample opportunity to interact with and ask questions of the guests. Visiting authors will either attend class in-person or via a Zoom call.

These meetings are not intended as an opportunity for you to pitch your work. While these visits are intended to provide guidance and resources to you on your career path,



please note that enrolling in a Year-Long Writing Project or Poetry Apprenticeship does not guarantee future publication.

Teaching Artist Consultations | Each student is expected to meet individually with their teaching mentor regularly during the Year-Long Writing Project. Meetings will be scheduled as follows, with flexibility, and with accommodations made to suit the needs of individual students:

- one introductory meeting, to take place before cohort meetings begin in February 2023 or June 2023;
- one meeting at the beginning of summer,
- one meeting at the end of summer,
- and one final manuscript consultation meeting at the conclusion of the writing project (more about manuscript consultations below)

The purpose of these meetings will be wide-ranging and individualized, but their primary function is to discuss plans and courses of action for each writer.

Final Manuscript Consultation | At the end of the Year-Long Writing Project, students are expected to submit their final and complete manuscript to their teaching artist. The teaching artist will read each submission, provide a written critique of each manuscript, and meet individually with each student to verbally deliver their feedback. These consultations will take place after the conclusion of the Year-Long Writing Project in December 2023 and must be scheduled between December 2023 and February 2024 (no extensions; no exceptions).

For the June online cohort of the Creative Nonfiction and Memoir Writing Project, these consultations will take place after the conclusion of the Year-Long Writing Project in April 2024 and must be scheduled between April 2024 and June 25, 2024 (no extensions; no exceptions).

Please note: It is the responsibility of each student to complete and submit their manuscript to their teaching artist by the final class meeting. If a student fails to do so, the teaching artist will only read what has been submitted on the final day of class. Final



manuscripts must also be properly formatted and bound (refer to your syllabus and confer with your teaching artist for details).

Communal Writing Space

The Loft will designate one of our classrooms at Open Book as a communal writing and discussion space for in-person cohorts of the Year-Long Writing Project participants for the duration of the year. This room will be available throughout the year during the same time frame as Year-Long Writing Project evening meetings (6–9 p.m. CT on your designated cohort meeting day) for the purpose of having a regular place for project cohorts to gather and write even when not in class.

Please understand that developments in the COVID-19 pandemic may mean this meeting room may have to become a virtual “room”; see page 8 for more details about the Loft and COVID-19.

Online cohorts have their virtual classroom available to them via Zoom for the duration of their year.

Registration Policy Note

As with any Loft class or event, the Loft reserves the right to refuse registration or participation to anyone disruptive to the class environment or disrespectful of the teaching artist, fellow students, or an equitable learning environment for all.

Payment Options

For 2023, the Loft is offering three payment options:

1. **Pay in full at the time of registration.** This is a one-time total payment of **\$7,500** (which includes a nonrefundable \$500 deposit). This payment may be made online at loft.org or over the phone by calling 612-379-8999. Due to COVID-19, we are not taking in-person payments at this time.



2. **Payment Plan 1: Pay with Sezzle.** This year, we're offering the option to pay with installments through Sezzle. Sezzle is a third-party payment processing platform that securely processes and manages payments, interest-free, over a period of six weeks. **This payment plan is only available when you register online at loft.org.** At checkout, simply select the “pay with Sezzle” option, and your tuition payment will be divided into four interest-free installments over the course of six weeks. You'll pay \$1,875 on day of registration (including a \$500 nonrefundable deposit), followed by three more payments of \$1,875 until you have paid in full, over the course of six weeks).

3. **Payment Plan 2: Year-Long, Monthly Payments.** With this year-long payment plan, \$3,750 is due upon registration (including nonrefundable \$500 deposit), followed by 12 monthly payments of \$320.83 each from January–December 2023 (\$3,850 total). The total tuition on the monthly payment plan is \$7,600. **You must call the Loft's Education Office to arrange a monthly payment plan over the phone.** Payments will be withdrawn from the credit card number provided to the Loft when you register. Your credit card must have an expiration date beyond December 2023. A fee of \$50 will be assessed for each occurrence of a return of payment for insufficient funds.

For the June 2023 Online cohort of the Creative Nonfiction and Memoir Writing Project, \$3,750 is due upon registration (including nonrefundable \$500 deposit), followed by 12 monthly payments of \$320.83 each from June 2023 through April 2024 (\$3,850 total). The total tuition on the monthly payment plan is \$7,600.

Loft members receive a \$60 discount from their total tuition payment.

Refund Policy

At the time of registration, students will pay either \$7,500 (full payment), \$1,875 (pay with Sezzle), or \$3,750 (year-long monthly payment plan). All of these payments include a **nonrefundable** \$500 deposit.



For the January Year Long Programs:

Full Refund Deadline | If you register for the Year-Long Writing Project and decide not to participate, you must notify the education department **no later than 5 p.m. CT on Friday, December 9, 2022**, in order to receive a full refund **minus the nonrefundable \$500 deposit**.

- What this means if you paid in full: \$7,000 refunded
- If you paid with Sezzle: \$7,000 refunded to original payment method
- If you're paying monthly: \$3,250 refunded; all 12 upcoming automatic monthly payments canceled

50 Percent Refund Deadline | If you register for the Year-Long Writing Project/Poetry Apprenticeship and decide not to participate anytime **after 5 p.m. CT on Friday, December 9, 2022**, you must notify the education department of your intention to withdraw **before your first cohort meeting in 2023** in order to receive a 50 percent refund.

- What this means if you paid in full: \$3,750 refunded
- If you paid with Sezzle: \$3,750 refunded to original payment method or upcoming payments canceled
- If you're paying monthly: all 12 upcoming automatic monthly payments canceled

For the June 2023 Online cohort of the Creative Nonfiction and Memoir Writing Project:

Full Refund Deadline | If you register for the Year-Long Writing Project and decide not to participate, you must notify the education department **no later than 5 p.m. CT on Friday, May 12, 2023**, in order to receive a full refund **minus the nonrefundable \$500 deposit**.

- What this means if you paid in full: \$7,000 refunded
- If you paid with Sezzle: \$7,000 refunded to original payment method
- If you're paying monthly: \$3,250 refunded; all 12 upcoming automatic monthly payments canceled



50 Percent Refund Deadline | If you register for the Year-Long Writing Project/Poetry Apprenticeship and decide not to participate anytime **after 5 p.m. CT on Friday, May 12, 2023**, you must notify the education department of your intention to withdraw **before your first cohort meeting in 2023** in order to receive a 50 percent refund.

- What this means if you paid in full: \$3,750 refunded
- If you paid with Sezzle: \$3,750 refunded to original payment method or upcoming payments canceled
- If you're paying monthly: all 12 upcoming automatic monthly payments canceled

Conditions for a 100 Percent Refund | In the rare event that, after the required introductory one-on-one meeting between the student and teaching artist (which takes place before the first class meeting), one or both parties feel that the program or student/teaching mentor relationship is not a good fit, the student may notify the Loft's Education Department of their decision to withdraw and receive a 100 percent refund. This is the **only** opportunity for any student to receive a 100 percent refund. To withdraw and claim a refund, students must notify the Education Department (612-379-8999) **after** the one-on-one meeting with their teaching artist and **before** the start of the first class meeting.

Refund Disclaimers

- There are no refunds once the first class meeting has started. No exceptions.
- There are no refunds in the event of a substituted visiting guest. If an unforeseen circumstance precludes the scheduled participation of a visiting author or industry professional, the Loft reserves the right to substitute another high-caliber writing professional in their place.
- There are no refunds or prorated tuition for students who are unable to attend a class session, visiting author event, final reading, or scheduled one-on-one meeting for any reason, including illness, vacation plans, life events, etc. There are no refunds for students who are not able to complete the program for any reason, including illness, vacation plans, life events, etc. It is the student's



responsibility to participate as fully as possible in all aspects of the program, obtain missed class content from the instructor, and reschedule any missed one-on-one sessions with respect for their instructor's schedule.

- There are no refunds, transfers, or credits for any shifts in programming resulting from the Loft's response to COVID-19 or any other unforeseen circumstances. More about this below.

Covid-19 Response

While it is our intent to hold in-person classes and events in 2023/2024, we are prepared to hold our planned in-person programs virtually/online if it remains unsafe to meet in person. **As stated above, there are no refunds, transfers, or credits for any shifts in programming resulting from the Loft's response to COVID-19 or any other unforeseen circumstances.** Students who register for in-person cohorts should bear this in mind.

If pandemic developments mean we are not able to meet in-person as planned, the Loft will shift all programming online, and the intended in-person cohorts will continue with video conference live weekly meetings. For this reason, the Loft strongly recommends that every participant has access to high speed internet; updated software; and a working, reliable computer with video and speaker features. Please consider this as you decide if the program is right for you.

If you have questions or concerns about your technology needs, our COVID-19 response in 2020, 2021, and 2022, or the 2020, 2021, 2022 Year-Long Writing Project cohorts' transition from in-person to online meetings, please connect with the Loft's education director, Jenny Dodgson, at jdodgson@loft.org before registering.

Additional Costs

- Copy fees for manuscript printing and workshopping
- Book purchases (though consider libraries and used book stores!)



- Writing tools (laptop, notebooks, pens/pencils, etc.)
- Transportation to the Loft (in-person)
- Parking costs (there is free parking available in the Open Book lot adjacent to our building, on a first-come, first-served basis; otherwise, there's metered parking on our block)
- High speed internet connection*
- Costs associated with updating software for old computers*

* We strongly recommend taking these costs into account even if you register for an in-person cohort, in the event your meetings are moved online due to COVID-19.

If you have additional questions that haven't been covered here, please contact the Loft Education Department at 612-379-8999.