



2021 Year-Long Writing Project Details

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Participation Information

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:

- 4 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. (In the event that the Loft continues to offer online-only programs in 2021, cohort meetings



will be held virtually, 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 (5-7 min from each reader) at the Loft or virtually, for the online program, in January 2022.

- A \$250 Loft gift card upon completion of the program, so that participants may continue their engagement with the writing life and further support their studies of writing craft with future Loft services (more classes, attend a conference, take an online class, etc.)

Cohort Meetings

Each cohort will meet weekly during the Winter/Spring Term (12 weeks, February – April) and one in the Fall Term (12 weeks, September – December). During the Summer Term (June – August), cohorts will meet biweekly (every other week) and select Saturdays. For details on exact dates and times, visit the Project Specifics webpages:

[Novel Writing Project](#) | [CNF/Memoir Writing Project](#) | [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 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 to read and study a series of books.

During the summer months, students will focus even more on their own writing, which they'll do on their own, with direction from the 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 4 one-on-one meetings throughout the year with Peter, Nicole, or Gretchen to consult on individual book projects. This includes a final manuscript consultation session that will take place in January or February 2022, 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.

Loft Gift Cards

Each participant will receive a \$250 Loft gift card upon completion of the program, so participants may continue their engagement with the writing life and further support their studies of writing craft with future Loft services (more classes, attend a conference, take an online class, etc.).

Final Readings

The Year-Long Writing Projects will culminate in a public reading. For in-person cohorts, these will take place at the Loft; for virtual cohorts, they'll be held over Zoom. Each student will read for 5–7 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 does not guarantee future publication.*

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

- one introductory meeting, to take place before cohort meetings begin in February 2021;
- one meeting at the beginning of summer,
- one meeting at the end of summer,
- 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 2021, and must be scheduled between December 2021 and February 2022. (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). Only manuscripts turned in on the last day of class will be read for final consultations.

Communal Writing Space

The Loft will designate one of our classrooms at Open Book as a communal writing and discussion space for 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), 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 virtual “rooms”; see page 8 for more details about the Loft and COVID-19.

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 2021, the Loft is offering 3 payment options:

- 1) **Pay in full at the time of registration.** This is a one-time total payment of **\$7,000** (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 6 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 4 interest-free installments over the course of 6 weeks. You'll pay \$1,750 on day of registration (including a \$500 non-refundable deposit), followed by 3 more payments of \$1,750 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, \$3,500 is due upon registration (including non-refundable \$500 deposit), followed by 12 monthly payments of \$300 each from January – December 2021 (\$3,600 total from Jan–Dec). The total tuition on the Monthly Payment plan is \$7,100.

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 2021. A fee of \$50 will be assessed for each occurrence of a return of payment for insufficient funds.

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

Refund Policy

At the time of registration, students will pay either \$7000 (full payment), \$1,750 (pay with Sezzle), or \$3,500 (year-long monthly payment plan). *These payments include a non-refundable \$500 deposit.*

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 11, 2020** in order to receive a full refund *minus the non-refundable \$500 deposit.*

What this means if you paid in full: \$6,500 refunded

If you paid with Sezzle: \$6,500 refunded to original payment method

If you're paying monthly: \$3,000 refunded; all 12 upcoming automatic monthly payments cancelled

50% Refund Deadline | If you register for the Year-Long Writing Project and decide not to participate anytime **AFTER 5 p.m. CT on Fri., December 11**, you must notify



the education department of your intention to withdraw **BEFORE your first cohort meeting in 2021** in order to receive a 50% refund.

What this means if you paid in full: \$3,500 refunded

If you paid with Sezzle: \$3,500 refunded to original payment method and/or upcoming payments cancelled

If you're paying monthly: all 12 upcoming automatic monthly payments cancelled

Conditions for a 100% 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/instructor relationship is not a good fit, the student may notify the Loft's Education Department of their decision to withdraw and receive a 100% refund.

This is the ONLY opportunity for any student to receive a 100% 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. 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 cash refunds for gift cards or discount codes affiliated with the Year-Long Writing Projects. (Upon program completion, each student receives a Loft gift card, and during the program year, students receive discounted access to Loft conference events.) In the event that students are not interested or unable to use these discounts/gift card credits, they may not be transferred or refunded for cash.
- There are no refunds, transfers, or credits for any shifts in programming resulting from the Loft's response to COVID-19. More about this below.

Covid-19 Response

While it is our intent to hold in-person classes and events in 2021, we are prepared to hold our planned in-person programs virtual/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.*** 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, or the 2020 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.