

SUMMER 2010 ENROLLMENT POLICIES
MANHATTAN • SUMMER FRENCH-SPANISH FOR TOTS & CHINESE FOR CHILDREN

MAKE-UPS/ATTENDANCE. We will extend our best efforts but cannot guarantee that we can accommodate a make-up over the Summer session. We regret that no refunds or school credits are made to compensate for non-attendance. We cannot guarantee that we can accept a child arriving on a day that he or she is not enrolled.

SEPARATION/TOILET TRAINING. Parents represent that a child enrolled in a Children's Class or Camp-Like Enrichment program is able to separate and is toilet trained. In the event that a child is not adjusted to separation or toilet trained a responsible caregiver must remain on premises. No refunds or school credits are made to compensate for separation or toilet training issues.

PERSONAL ITEMS. Parents assume all liability for loss or damage to personal items brought to the premises.

MEDICAL CONDITIONS: Parents of children who require any type of special medical care are advised that LWFC staff will not administer medical treatment. The LWFC requires that a parent or caregiver of any child requiring special medical attention stay outside the classroom in the event that a drug or other treatment may become necessary.

CLASS TIME CHANGE. We may need to revise your class ahead or behind by 10 minutes.

TEACHER. We cannot guarantee that your class will be taught by a particular teacher.

EMAIL COMMUNICATIONS. The LWFC confirms classes and sends communications about enrollments, scheduling, calendar changes, session dates, and programs via email from ThibautTechnique.com. Parents are responsible for facilitating receipt of LWFC emails. The LWFC is not responsible for lost communications in the event that its emails are not opened, not read, diverted to spam, or the recipient unsubscribes to LWFC communications.

CALENDAR. Parents are responsible for knowing their start and end dates, holidays, and calendar changes by periodically visiting the CALENDARS link on the LanguageWorkshopForChildren.com, reviewing their enrollment confirmation or calling the LWFC.

NYC ENROLLMENT MINIMUM: One day a week for two parts, or two days a week for one part.

SCHEDULING. We divide the Summer Session into three parts to accommodate family vacation plans and regret that we cannot accommodate requests to create special scheduling or pro-rata attendance.

DISCOUNTS.

- **Sibling Discount.** Deduct an additional 10% from tuition paid for the second and third sibling from the same family.
- **Additional Class.** Deduct 20% from tuition paid toward additional class(es) in the same part for the same child (in the same or different language).

PAYMENTS. Children are not admitted until tuition is paid in full. The LWFC accepts personal checks (payable to "Language Workshop for Children"), American Express (AMEX), VISA, Mastercard, and Discover ("credit card"), money orders, or cash. Ten days before a session starts personal checks are no longer accepted.

CHANGES AND WITHDRAWALS. During the Summer Session all requests to change class day/time must be received **with at least two weeks notice.** **Requests to cancel/withdraw are made subject to the terms below.** Please send requests by email to enrollment@thibauttechnique.com or by fax to 212/396-1372. Please do not call in your request. **The LWFC charges a \$25 Change Fee and \$50 Withdrawal Fee.**

REFUNDS AND SCHOOL CREDITS FOR CANCELLATIONS/WITHDRAWALS.

- **Before 04/30/10** we refund 100% of payments made less a \$50 Cancellation/Withdrawal fee.
- **After 05/01/10 and before 05/14/10** we issue a school credit less a \$50 Cancellation/Withdrawal fee.
- **After 05/14/10** no refunds or school credits are granted for any reason. All tuition received after this date is non-refundable.
- A school credit is not a credit to a credit card (a credit to a credit card is a refund). A school credit can be extended on behalf of the same child, a sibling, transferred to another child (not presently or previously enrolled at the LWFC), converted into a school donation or personal gift certificate, or redeemed for Professor Toto products.

AGREEMENT, PLEASE SIGN.

I have read and agree to the policies above. I understand that no refunds or school credits are granted after 05/14/10 for any reason and that the LWFC charges a \$50 Withdrawal/Cancellation Fee and a \$25 Class Change Fee.

Parent Signature _____ Date _____

CREDIT CARD AUTHORIZATION. If paying by credit card please complete below:

Cardholder Name _____ Billing Zip Code _____ Date _____

Cardholder Signature _____ Expiration Date _____ Amount \$ _____

Card Number _____ Security Code _____