

SUMMER 2011 ENROLLMENT POLICIES . NYC & NJ-LI CLASSES

STROLLERS IN NYC/PERSONAL PROPERTY. The Main LWFC is on the second floor, up one flight of stairs and has a small entranceway. We try to make an employee available to help manage strollers. Please help us keep our entrance clear and safe by (1) **bringing a lightweight, foldable stroller**, (2) **carrying (or allowing the LWFC to carry) your stroller upstairs**, and (3) **not leaving your stroller open in the vestibule**. The LWFC regrets that parents assume all liability for loss or damage to strollers (or other personal items) left in the vestibule or elsewhere on LWFC premises.

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

MEDICAL CONDITIONS. LWFC staff cannot administer any type of medical treatment. The LWFC requires that a parent or caregiver of a child likely to require special medical attention remain outside the classroom ready to administer drugs or medical treatment in the event that they become necessary.

CALENDAR. Parents should make a copy of their original enrollment form and enrollment confirmation.

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.

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.

VISITORS. LWFC learning environments are focused so Tots and Family Preschool classes admit only one adult per child (un-enrolled infants, siblings, or guests are not admitted). Before bringing a family member, please call the enrollment office at least one day before so that we can notify the teacher.

ENROLLMENT OPTIONS.

By Part. Enroll in one or more of the three Summer Parts, June, July, and August.

Flexible Session. Enroll in a minimum of any 4-12 weeks.

DISCOUNTS.

Early Enrollment. Deduct 10% from enrollments received with tuition before 03/01/2011.

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) enrolled during the same week 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 requests to change class day/time must be received **with at least two weeks notice**. Requests to cancel/withdraw are subject to the terms below. Please send requests by email to enrollment@thibauttechnique.com or by fax to 212/396-1372. **The LWFC charges a \$25 Change Fee and \$50 Withdrawal Fee.**

REFUNDS AND SCHOOL CREDITS FOR CANCELLATIONS/WITHDRAWALS.

Before 04/29/11 we refund 100% of payments made less a \$50 Cancellation/Withdrawal fee.

After 04/29/11 and before 05/13/11 we issue a school credit less a \$50 Cancellation/Withdrawal fee.

After 05/13/10 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.

EXCESS CHARGES. The LWFC reserves the right to charge the card below for classes attended in excess of those enrolled and paid.

AGREEMENT, PLEASE SIGN.

I have read and agree to the policies above. I understand that no refunds or school credits are granted after 05/13/11 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 _____

