

Le Club des Enfants . El Club de Los Niños

ENROLLMENT FORM - SUMMER 2010 . Page 4 of 4

SCHEDULING. Headcount is limited so the LWFC cannot accept a child arriving on a day that he or she is not enrolled.
MAKE-UPS. The LWFC will make its best efforts (but cannot guarantee) up to two make-ups. No refunds or school credits are made to compensate for absences for which we cannot schedule a make-up. Parents enrolled for July 5th may schedule a compensatory make-up on an available day or have one-day deducted from their tuition (call for amount).
SEPARATION/TOILET TRAINING. Parents represent that their child can separate and is toilet trained. In the event that a child is not adjusted to separation or toilet trained, a caregiver must remain on the premises to assist with the child. 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. Instead a parent or caregiver of such a child must remain on premises to be prepared manage care in the event that a drug or other treatment may become necessary.

DISCOUNTS/PAYMENTS

- **Early Enrollment:** Deduct 15% before 02/15/10 and 10% before 03/15/10 from enrollments received with payment. Parents forfeit the value of their early enrollment discount if their balance remains unpaid past 04/05/10.
- **Sibling.** Deduct 10% from the lowest tuition for the 2nd and 3rd siblings enrolled.
- **Additional Class.** After meeting minimum enrollment requirements, deduct 20% from tuition paid toward an additional summer camp-like enrichment program (or class) for the same child in another language.
- Children are not admitted into the program until their tuition is paid in full.

PAYMENTS

- **Before 04/05/10:** Parents may either pay a \$300 deposit per child or full tuition.
- **After 04/05/10:** Tuition is due in full for balances and new enrollments. Balances are automatically charged to cards.
- 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

- The LWFC charges a \$25 Change Fee and/or a \$50 Withdrawal/Cancellation Fee.
- Requests to change dates must be received **at least two weeks prior to the requested date.** Requests to change and withdraw must be made **in writing** via email to Enrollment@ThibautTechnique.com or fax to 212/396-1372.

REFUNDS AND SCHOOL CREDITS.

- 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 used for the same child, a sibling, transferred to a friend not presently or previously enrolled at the LWFC, converted to a school donation or personal gift certificate, or redeemed for Professor Toto products.
- **Before 04/05/10:** If you withdraw, we refund 100% of payments made less a \$50 Withdrawal/Cancellation fee.
- **04/05/10 to 05/03/10:** If you withdraw, we issue a school credit less a \$50 Withdrawal/Cancellation fee.
- **After 05/03/10:** All tuition received is non-refundable, and no refund or school credit is granted for any reason for a withdrawal.

AGREEMENT, PLEASE SIGN.

I have read and agree to the policies above. I understand that **no refunds are granted after 04/05/10** for any reason and that the LWFC charges a \$50 Withdrawal/Cancellation 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 _____

FOR LWFC USE

Total Tuition Due \$ _____ Note _____

Less Discounts/Comps _____ Note _____

Net Due _____ Note _____

Paid _____ Date _____ Note _____

Balance _____ **Due by 04/05/10** Note _____