

# The Language Workshop for Children • Summer 2012

## ENROLLMENT FORM NEW JERSEY-LONG ISLAND PROGRAMS

### CHILD(REN)

Last Name . Child 1	First Name	Gender	Date of Birth	Age at Start
Last Name . Child 2	First Name	Gender	Date of Birth	Age at Start

### PARENT(S)

PLEASE COMPLETE EVEN IF YOU WERE WITH US IN PRIOR SESSIONS. THANK YOU.

Parent Last Name	First Name	Business/Day Phone	Home Phone	Cell Phone
Parent Last Name	First Name	Business/Day Phone	Home Phone	Cell Phone
Street / Apartment	City	State	Zip Code	

**PARENT EMAIL ADDRESS** \_\_\_\_\_ **PLEASE PRINT CLEARLY**

**BEFORE FAXING, MAILING, OR SCAN/EMAILING FORM, CALL THE LWFC TO CHECK AVAILABILITY AND PLACE YOUR 2-DAY HOLD**  
Please return both pages of this form and sign the second page.

NAME	LANGUAGE	PROGRAM	PART(S)	DAY(S) TIME(S)	LOCATION
<b>CHILD 1</b>	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> Part 1	Day-Time _____/_____ _____	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Children/Camp-Like	<input type="checkbox"/> Part 2		<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese	Enrichment	<input type="checkbox"/> Part 3		<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Italian				<input type="checkbox"/> Manhasset
	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> Part 1	Day-Time _____/_____ _____	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Children/Camp-Like	<input type="checkbox"/> Part 2		<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese	Enrichment	<input type="checkbox"/> Part 3		<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Italian				<input type="checkbox"/> Manhasset
	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> Part 1	Day-Time _____/_____ _____	<input type="checkbox"/> Montclair
<input type="checkbox"/> Spanish	<input type="checkbox"/> Children/Camp-Like	<input type="checkbox"/> Part 2	<input type="checkbox"/> Madison		
<input type="checkbox"/> Chinese	Enrichment	<input type="checkbox"/> Part 3	<input type="checkbox"/> Ridgewood		
<input type="checkbox"/> Italian				<input type="checkbox"/> Manhasset	
<b>CHILD 2</b>	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> Part 1	Day-Time _____/_____ _____	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Children/Camp-Like	<input type="checkbox"/> Part 2		<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese	Enrichment	<input type="checkbox"/> Part 3		<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Italian				<input type="checkbox"/> Manhasset
	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> Part 1	Day-Time _____/_____ _____	<input type="checkbox"/> Montclair
	<input type="checkbox"/> Spanish	<input type="checkbox"/> Children/Camp-Like	<input type="checkbox"/> Part 2		<input type="checkbox"/> Madison
	<input type="checkbox"/> Chinese	Enrichment	<input type="checkbox"/> Part 3		<input type="checkbox"/> Ridgewood
	<input type="checkbox"/> Italian				<input type="checkbox"/> Manhasset
	<input type="checkbox"/> French	<input type="checkbox"/> Tots Class	<input type="checkbox"/> Part 1	Day-Time _____/_____ _____	<input type="checkbox"/> Montclair
<input type="checkbox"/> Spanish	<input type="checkbox"/> Children/Camp-Like	<input type="checkbox"/> Part 2	<input type="checkbox"/> Madison		
<input type="checkbox"/> Chinese	Enrichment	<input type="checkbox"/> Part 3	<input type="checkbox"/> Ridgewood		
<input type="checkbox"/> Italian				<input type="checkbox"/> Manhasset	

**SUMMER 2012 ENROLLMENT POLICIES**  
NEW JERSEY . LONG ISLAND PROGRAMS

**MAKE-UPS/ATTENDANCE.** We extend our best efforts but cannot guarantee accommodating 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. We reserve the right to charge for classes attended in excess of those paid.

**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 parent or caregiver must remain on the 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 who may require special medical attention remain 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 Info@ThibautTechnique.com and Enrollment@ThibautTechnique.com. The LWFC is not responsible for lost communications in the event that its emails are unopened, unread, diverted to spam, or the recipient unsubscribes or blocks LWFC communiqués.

**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.

**SCHEDULING.** Enroll in a minimum of (1) one or more parts, or (2) any four or more classes per child.

**CLASS SCHEDULING CHANGES.** We charge a \$25 fee to process a scheduling change. Requests to change schedule must be submitted **with at least one week notice** in writing to Enrollment@ThibautTechnique.com.

**DISCOUNTS.**

- **Early Enrollment Discount.** We deduct 10% for paid enrollments received by 3/1/12.
- **Sibling Discount.** We deduct an additional 10% for the second and third sibling enrolled from the same family.
- **Additional Class.** We deduct an additional 20% from the second class for the same child in the same week.

**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.

**REGISTRATION FEE.** We charge \$7.50 per child or \$10 per family every time a parent enrolls or adds classes.

**WITHDRAWALS.** We charge a \$50 fee to process a request to withdraw. Such requests must be submitted in writing to Enrollment@ThibautTechnique.com and are subject to the deadlines and policies below.

**REFUNDS AND SCHOOL CREDITS FOR CANCELLATIONS/WITHDRAWALS.**

- **Before 04/30/12** we refund 100% of payments made less a \$50 Withdrawal fee.
- **After 05/01/12 and before 05/14/12** we issue a school credit less a \$50 Withdrawal fee.
- **After 05/14/12** no refunds or school credits are granted for any reason. After this date all tuition paid 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 05/14/12 for any reason and that the LWFC charges a \$50 Withdrawal 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 \_\_\_\_\_