

**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 \_\_\_\_\_