



Learn To Write Now

ENROLLMENT AGREEMENT

This Enrollment Agreement (this "Agreement") is between Learn To Write Now, LLC (LTWN or "We") and you (the "Parent"), in connection with the enrollment of your child as a student in LTWN workshops or services. You represent and warrant that you are the parent or legal guardian of the student, or that you are otherwise acting as the agent of the student's parent or legal guardian and is fully authorized to enter into this Agreement on behalf of the student's parent or legal guardian.

You agree that all registration information that you have provided about you and your student are accurate, and that you will keep that information up to date on our website while your student is enrolled with us.

You agree that you will escort your child into and out of the LTWN center during all visits to LTWN. We do not assume responsibility for students dropped off in the parking lot or anywhere else outside of our center.

You agree that in case of an emergency and if parents are not reachable, LTWN may contact the people you have identified as emergency contacts. In case of medical emergencies, we will reach out to 911 if it is warranted.

Program fees may be collected in advance or in installments. There will be no refund or pro-rating for holidays, family vacation, illness, or absences. However, up to 1 makeup will be offered to compensate for an illness or planned absence during any semester.

LTWN provides internet access to students as part of the learning environment. However, students must adhere to acceptable behavior expectations while using the internet during class. Students are only to use devices when granted permission to do so by their teachers and for workshop purposes only. You agree that students who violate this administrative rule may be subject to disciplinary action.

You agree to release and hold harmless LTWN, its successors, teachers, officials, officers, agents, employees, and volunteers, from and against any and all liabilities, damages or claims of any nature arising out of or in any way related to your child's participation in our programs, except

for damages caused by the gross negligence or misconduct of LTWN. You understand that LTWN does not provide accident or medical insurance and you are financially responsible for all medical and other expenses whatsoever. We are also not responsible for students' personal items.

You agree that LTWN may have visitors present from time to time to participate in or to observe the proceeding as a part of parent inquiry. You also grant to LTWN the right to video and/or photograph your child for marketing, internal quality-assurance and teacher-training purposes. You release LTWN from any claims whatsoever relating to this consent.

Tuition, Enrollment & Other Fees

There are three semesters during a calendar year.

- Winter-Spring semester (January to May)
- Summer semester (June to July)
- Fall semester (September to December)

Semester fees may vary depending on the number of hours and the intensity of the program. We have tried to include all dues as a part of a one Workshop or service fee to make it easy on you. This includes onetime registration fees, workshop fees, study material costs and payment processing fees. However additional materials or service fees may be collected in special situations.

Payment Terms:

Different payment terms apply for different programs/workshops or services and these terms are displayed during the registration process. As a convenience to our customers we allow installments of varying duration based on length of the semester you register your student for. Our LTWN 360 program is an annual monthly installment subscription.

Withdrawal & Refund Policy

We guarantee that you will be impressed with the exceptional value we offer through our workshops and services. However, if for whatever reason this program is not working for you or your student, we will gladly return prorated fees for the workshop or service minus \$50/-administration fee. E.g. If a student has signed up for a 14-week Workshop costing \$800 and has decided to quit after 3 weeks, your cost of the program will be $(\$800 - \$50) / 14 (\text{no. of weeks per semester}) \times 3 (\text{attended}) + \$50 = \$210.71$.

Homework & Classroom Preparedness

Students must attend all the sessions offered to obtain complete benefit from these programs. To gain maximum benefit from our programs, it is necessary that the student devotes between 20 min - 30 min for at least 5 days of the week on their homework. Commitment to completing the homework is an integral part of learning at LTWN. It is the parent's responsibility to provide a conducive home learning environment and to encourage the student to be prompt with their homework. The student is expected to bring their binders with relevant classwork and homework filed. Additionally, students must carry clean notebook, pencils, erasers in some cases their laptops.

Absence, Rescheduling & Makeup Classes

Classes are held per the published schedule. We are typically closed for some public holidays, winter and spring breaks. If circumstances arise, LTWN reserves the right to reschedule the class. In this case the coach will reschedule the class going with the availability of most of the students enrolled in that class and will make every attempt to cover the needs of the students who might miss class due to rescheduling.

Weather Cancellations

In the event of inclement weather, a cancellation notice will be sent out by the coach. On days with inclement weather, please make sure to check your email before heading out for class.

Parking, Drop-off & Pick up

We cannot emphasize enough regarding your child's safety. It is better to be safe than sorry. Please be on time for pickup and drop-off. Please watch for traffic coming from all directions before you pull out of the parking lot. Please be patient and wait for your turn. Stick to the speed limits, slow down and park without blocking traffic. Try to carpool as much as possible. If the parent is not driving the child, please make sure these rules are conveyed to the person driving the child.

Food & Allergies

Food, gum, and drinks are not allowed in class. We ask you to please make sure that your child is not hungry when they come to the class. Clean, drinking water is available at the workshop. Please make sure your coach is aware of any allergies that your child may have.

Classroom Cleanliness

Before you leave the classroom, please make sure to pick up all your belongings, put pens, pencils, markers, papers, etc. back where they belong and throw away anything that belongs in the garbage bin. The tables and chairs are used by many students; please respect each student's right to have a clean classroom. Food is not allowed in the classrooms.

Effective Date: April 15, 2020