

**1. Class Times**

Our small group, semi-private lessons, with two (2) teachers are 60 minutes in length, two days per week for 5 weeks. Classes are held at the same time and day of the week during each week of the program.

**2. Registration and Tuition**

Registration starts as soon as you call and decide to enroll your child in the program.

Tuition at True Touch Typing is due when you enroll for the class. You are reserving a seat for the class. A payment plan is available. The total cost for the 10 classes of 1 hour each for 5 weeks is \$700 (\$140 per week or \$70 per class with 2 teachers). Private lessons are available on a case-by-case basis. Siblings will receive a \$100 discount.

**3. Methods of Payment**

Electronic payments and checks are accepted by True Touch Typing. Electronic payments include credit cards and debit cards. Payment via Zelle is also accepted. In some cases, third party payment arrangements will be accepted (please see below).

**4. Tuition Paid by Third-Party**

Tuition for the program can be paid on behalf of a student by a third-party (i.e., someone who is not a parent of the student). Any third-party payer must execute a third-party payer agreement and provide his or her credit card information. In the event the third-party payer fails or refuses to pay any amounts due for lessons provided to the student, the customer who originally registered the student for classes will be responsible for any unpaid tuition due to True Touch Typing.

**5. Refunds and Cancellations after Initial Registration**

We will grant course registration refunds on a case-by-case basis prior to the beginning of the first class of the session. Please understand that when you enroll your student in a class, you are reserving a slot in that program that could be filled by other students. As a result, your payment for reserving a slot in the program is necessary to retain the slot and will be retained by True Touch Typing unless circumstances warrant a change that is agreed upon by the enrollee and True Touch Typing. It is your responsibility to make sure your vacations, appointments, and other activities do not interfere with any of the classes for which you have enrolled your student.

**6. Make-Up Lesson Due to Facility Closure**

In the event a facility is closed due to inclement weather, maintenance, or another reason, classes will continue on the next class period and we will try to incorporate the missed class into the remaining classes in order for all students to finish on the set date. If we need to add a day to the schedule, the additional class is subject to availability, as solely determined by True Touch Typing.

**7. Make-Up Lesson Due to Student Absence**

Students are eligible for make-up lessons due to the student's absence. The make-up lesson(s) is subject to the availability of instructors, as solely determined by the True Touch Typing. A student's right to a make-up lesson cannot be transferred to any other student.

**8. Instructor and Lesson Changes**

Instructor substitutions, schedule modifications, and other changes can and will occur at the sole discretion of True Touch Typing. We reserve the unilateral right, based on its sole determination,

to combine enrollment for various lessons in order to fill such lessons, to cancel, or to change the date, time, or level of any lesson at any time.

**9. Timeliness**

Please make sure your student is on time for class. Lessons begin and end at very specific times. Please arrive early enough so your student has time to stop by the bathroom, get his/her computer ready and settled into their seats before the lesson begins. If your student is more than 45 minutes late, we can discuss a make-up class.

**10. Advancement of Students**

Every student will learn skills at different rates. You should never look at another student and wonder why your student is not learning at the same pace as that other student. Typing is a skill that takes time, patience and plenty of practice. Therefore, students will be evaluated regularly to determine if they have mastered the skills required in conjunction with where they need to be in order to complete the class. Instructors will promote students to the next letter level when they believe they are ready.

**11. Food and Snacks**

FOOD AND DRINK ARE NEVER ALLOWED IN THE CLASSROOM. To keep the class area clean and the computers in working condition, food and drink are not allowed in the classroom at any time. The only exception to this rule is a closed water bottle.

**12. Summer Vacation**

True Touch Typing is open for summer enrollment. We offer summer typing camps during the day from 9:00AM onward (dependent on demand).

**13. Applicability of Terms and Conditions**

It is your sole responsibility to ensure that anyone acting on your behalf in connection with the services offered at True Touch Typing is aware of, and complies with, the policies and procedures set forth herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_