



CONFIDENT COMMUNICATION ACADEMY

Youth Communication Course Enrollment Agreement

This Enrollment Agreement (“Agreement”) is entered into by and between **Confident Communication Academy** (“Academy” or “Instructor”) and the undersigned parent(s) or legal guardian(s) (“Parent/Guardian”) for the student identified below (“Student”).

STUDENT INFORMATION

- Student Full Name: _____
 - Student Age: _____
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PARENT / GUARDIAN CONTACT INFORMATION

- Parent/Guardian Name(s): _____
 - Primary Phone Number: _____
 - Email Address: _____
 - Home Address: _____
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EMERGENCY CONTACT INFORMATION

- Emergency Contact Name: _____
 - Relationship to Student: _____
 - Emergency Phone Number: _____
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COURSE DESCRIPTION

The Student is enrolling in a **four (4) class Professional Communication course** designed to introduce and develop foundational communication skills, including but not limited to:

- Professional phone etiquette
- Written communication (email professionalism and courtesy)
- Verbal and public communication in professional settings

Each course consists of **four (4) required classes**, held weekly. Completion of all four classes constitutes completion of one full course.

TUITION & PAYMENT TERMS

- Tuition is **\$199 per student**, which covers the full four (4) class course.
 - **Payment is due in full at the time of enrollment.**
 - Enrollment is **not confirmed** and the Student's spot is **not reserved** until payment has been received.
 - Accepted forms of payment include:
 - **Venmo**
 - **Check**
 - **Cash**
 - All payments are **non-refundable** and **non-transferable**.
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REFUNDS & CANCELLATIONS

- **No refunds** will be issued for any reason.
 - **No cancellations** are permitted once enrollment is confirmed.
 - Missed classes **cannot be rescheduled**.
 - A missed class may only be attended during a future course cycle, subject to availability.
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ATTENDANCE, PROGRESS & RESULTS

- Attendance at all four classes is required.
 - The Academy does **not guarantee specific outcomes or results**.
 - Communication skill development varies by student.
 - Some students may benefit from enrolling in an **additional four-week course** to continue skill development.
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INSTRUCTOR CREDENTIALS DISCLOSURE

Parent/Guardian acknowledges and agrees that:

- The Instructor **does not hold formal teaching credentials or certifications.**
 - Instruction is based on **over fifteen (15) years of real-world professional experience** across industrial, retail, and agricultural industries.
 - The Instructor agrees to educate the Student **to the best of her ability**, focusing on clear, courteous, and professional communication skills.
 - This course is a **life-skills educational program**, not an academic or state-certified instructional program.
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DROP-OFF & PICK-UP POLICY

- Students may be dropped off **no earlier than fifteen (15) minutes prior** to the scheduled class start time.
 - **Late pick-ups will not be tolerated.**
 - If a Parent/Guardian arrives **more than ten (10) minutes after the scheduled class end time**, a **late fee of \$25** will be charged **for each additional ten (10) minutes.**
 - Late fees must be paid promptly and may be required prior to the Student's continued participation.
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BEHAVIOR & CONDUCT

- Students are expected to behave respectfully toward the Instructor and fellow students.
 - Disruptive or inappropriate behavior may result in removal from the course **without refund.**
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MEDIA RELEASE

Parent/Guardian grants Confident Communication Academy permission to photograph or video record the Student during class activities.

Such media may be used for:

- Marketing and promotional materials
- Social media
- Website and educational content

No compensation will be provided. Student names will not be published without additional consent.

☐ I GRANT permission for media use

☐ I DO NOT GRANT permission for media use

ASSUMPTION OF RISK & LIABILITY

Parent/Guardian acknowledges that participation in this course involves standard risks associated with group activities and releases Confident Communication Academy from liability except in cases of gross negligence.

ACKNOWLEDGMENT & AGREEMENT

By signing below, Parent/Guardian confirms that they have read, understand, and agree to all terms and conditions of this Agreement.

SIGNATURES

Parent/Guardian Signature: _____

Printed Name: _____





Date: _____

Instructor Signature: _____

Date: _____

RECOMMENDED ITEMS TO BRING TO EACH CLASS

Students are encouraged to bring the following materials to every session:

-  **Notebook**
For note-taking, exercises, and practice activities.
 -  **Pen or Pencil**
Required for written activities and exercises.
 -  **Cell Phone**
Used during supervised class activities to practice professional phone communication. Phones are to be used **only for instructional purposes** during class.
 -  **Laptop or Tablet**
A laptop or tablet with access to email is strongly recommended. This will be used for:
 - Email writing practice
 - Reviewing professional communication examples
 - Hands-on exercises
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