



# 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”).

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### 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.

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## 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

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## **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.

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## **ACKNOWLEDGMENT & AGREEMENT**

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

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### **SIGNATURES**

**Parent/Guardian Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **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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