



Summer Series 2017 Enrollment Policies

Payment/Deposit: A non-refundable deposit of \$125.00 is due at the time of registration and reserves a student's place in the course(s) or seminar(s) selected.

The deposit is applied toward the total tuition and is non-refundable unless IST cancels a session or course/seminar.

To ensure a student's registration, the remaining balance is due by May 1, 2017. Any and all previously applied discounts will be forfeited if the full balance is not received by May 1, 2017.

After May 1, 2017, applications will be accepted on a space-available basis and **all** new applications must be **paid in full** at the time of registration.

Payment may be made by credit card (Visa, MasterCard or Discover) bank debit card, personal and bank checks, or cash.

A \$35.00 fee is charged for payments not honored by a bank for any reason.

Change Requests: Change requests for moving to another session are charged a fee of \$40.00. Change requests are not guaranteed and will not be considered within 10 business days of the start of the session.

Withdrawals: Requests for withdrawal prior to May 1, 2017 must be made in writing. A full refund minus the non-refundable deposit will be issued by IST within five (5) business days in the same format as paid. After May 1, 2017, the balance of tuition is non-refundable, but *may* be applied to future class sessions, depending upon space availability.

Program Changes and Cancellations: IST reserves the right to make any alterations to program curricula, location and dates; and to limit enrollment and/or cancel classes due to overwhelming or insufficient enrollment. Documentation is required for withdrawals due to medical reasons.

Course Materials: Course materials are included in tuition. All non-student-generated course materials are the exclusive property of IST and must be returned to IST at the end of the course. All materials are protected by copyright and may not be reproduced or distributed without the prior written consent of IST.



Welcome Letter: A welcome letter will be e-mailed prior to the start of each session, which will contain specific information to help students prepare for the course or seminar, including drop off /pick-up procedures, items to bring (where applicable) and other helpful reminders.

Electronic Items: Students are encouraged to leave personal or valuable items such as cell phones, iPads, tablets, electronic games and jewelry at home. IST is not responsible, whatsoever, for the loss of any such item(s) brought to our premises by students.

Arrivals: Students should arrive no earlier than fifteen (15) minutes prior to the start of a course or seminar. For any student arriving early, the parent must remain with the student until fifteen (15) minutes prior to the opening time.

Lunch: Because of food allergies, no food of any type is provided by IST. Each student must bring lunch every day. Lunches are **not** refrigerated and no microwave is provided.

Dismissals: Students are dismissed promptly at the end of the scheduled session. IST must be notified in advance if someone other than a parent/guardian is responsible for picking up a student. Students will not be allowed to leave the premises earlier than the formal dismissal time for any reason without written notification from a parent/guardian.

Extended Enrichment: Extended enrichment is provided in the afternoon only. See fee schedule for costs of this provision. Additional information is provided below.

The drop-in rate for extended enrichment is \$25.00 per day payable on the “drop-in” day. A student who **is not** registered for Extended Enrichment and who is not picked up within ten (10) minutes of session ending will automatically be enrolled in Extended Enrichment and is charged the drop-in rate of \$25.00 each time a late pick-up occurs.

A student **enrolled** in Extended Enrichment who is not picked up within ten (10) minutes of the 5:30 pm pick-up time is charged a \$25.00 late fee.

A student’s continued enrollment in a current session may be affected if outstanding late fees are not paid in a timely manner.

Summer Series Closure: Should Summer Series 2017 be closed for any reason beyond our control, parents will be offered a credit toward a different session during Summer Series 2017 or tutoring services provided during the following school year, 2017-2018.

Photograph Release: Parent/Guardian fully consents and gives permission to IST to publish and copyright all photographs in which Student appears while enrolled in IST’s 2017 Summer



Series program. In no instance will students be identified by name in photo captions. IST may use, in whole or in part, photographs, videos, written extractions and voice recordings for the purpose of illustrations, marketing publications, and websites. Additionally, use of photograph nor does the continued use constitute an agreement to continue a student's enrollment in the program.

Mandatory Release & Waiver: In the case of a medical emergency, Parent/Guardian authorizes Summer Series 2017 Administrator to take Student to the emergency room of the nearest hospital at Parent/Guardian's expense. In the case of a medical emergency, when Parent/Guardian cannot be reached, the hospital has Parent/Guardian's authorization to provide treatment that a certified physician deems necessary for the well-being of Student. Parent/Guardian understands that IST will not administer prescription or over-the-counter drugs to Student for any reason.

Unless explicitly stated, Student is in good health and is capable of participating in all academic programs for which Parent/Guardian has registered. If Student is enrolled in Summer Series 2017 Extended Enrichment option, the above mandatory releases and waivers apply in full without exception.

Conduct: Parent/Guardian is responsible for Student's class attendance, and any risks or resulting injury from negligent behavior, or any third party not under the control of IST. Parent/Guardian and Student agree that Student will not engage in any activity in the classroom that would, by commonsense standards, be disruptive to the class as a whole or inconsiderate to other individual students in the class.

IST reserves the right in its sole discretion to terminate the enrollment of any student who does not abide by the rules and regulations set forth at the beginning of the class session. In the event that IST determines that any of the aforementioned policies and rules and regulations have been breached, Student will be immediately dismissed from the session with no refund granted.