



Enrollment Form 2017-18 School Year

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Child's name:		Birthdate:		Grade level:	
Circle your preferred Bridge class day(s)/time (all classes two hours)	MON	4:30pm or 6:30pm	TUES	4:30pm or 6:30pm	
	WEDS	2:30pm or 4:30pm or 6:30pm	FRI	3:30pm	SAT 9am
Child's name:		Birthdate:		Grade level:	
Circle your preferred Bridge class day(s)/time (all classes two hours)	MON	4:30pm or 6:30pm	TUES	4:30pm or 6:30pm	
	WEDS	2:30pm or 4:30pm or 6:30pm	FRI	3:30pm	SAT 9am
Child's name:		Birthdate:		Grade level:	
Circle your preferred Bridge class day(s)/time (all classes two hours)	MON	4:30pm or 6:30pm	TUES	4:30pm or 6:30pm	
	WEDS	2:30pm or 4:30pm or 6:30pm	FRI	3:30pm	SAT 9am
Parent name:		Parent name:			
Cell phone:		Cell phone:			
Email address:		Email address:			
Home address:					
Home phone:					

What do you want us to know about your child? Please consider academics, social life, interests and health if relevant to their time at NextGen, including food allergies or medication they may need to take.

Physician name _____ Phone _____

In the event of an emergency, and if I or my emergency contacts cannot be reached, I give Next Generation Leaders Inc permission to authorize any medical treatment deemed necessary by the attending physician. _____

Signature

Emergency contact name other than a parent _____

Emergency contact phone _____

**** Please read the following page carefully for payment and makeup policies.**

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The current month's tuition is due upon enrollment. Subsequent tuition is due on a monthly basis, **on or before the first class of each month**. We send invoices via email on the 25th of each month. We pro-rate tuition for months with fewer or more than four occurrences of your class day. You are enrolled on an ongoing basis for the school year unless you notify us that you wish to withdraw. **To withdraw your enrollment, please notify us before the end of the month that you do not plan to continue in the following month.**

Tuition includes personalized lesson plans for your child, follow-up calls and study reminders throughout the week after classes. We greatly appreciate any advance communication you can provide about missed classes, so that we can use our staff efficiently and allow other students to take your child's spot for a makeup class. If you have a planned absence and you **notify us before your tuition is due**, we will pro-rate your tuition as a courtesy. **We do not provide refunds for missed classes after tuition is due, nor can we offer "rollover" credits to the following month if you do not attend all the classes for which you have paid.** If your child misses a class due to illness or a scheduling conflict, as a courtesy we will offer a makeup class **for a time slot in which they are not currently enrolled**, if space is available, at our discretion. **Makeups are limited to 3**; once you have accumulated 3, you must use one before you can accumulate another makeup credit. Makeups expire at the end of the current school year.

We accept cash, personal checks, Mastercard or Visa. If you opt for credit card payment, your card will be charged on the first of each month for that month's tuition.

You can scan and email your form to:

info@next-generation-leaders.com

You can mail or drop off this form and your payment at our office:

Next Generation Leaders Inc.
500 S. Sepulveda Blvd.
Manhattan Beach, CA 90266

Your enrollment will be processed and you will receive a confirmation by email.

Your enrollment is not complete until we receive your payment.

Paying by credit card? Please fill out your payment information below:

Automatic Tuition Payment by Credit Card

Circle card type: Mastercard Visa

Card Number _____

Name as it appears on card: _____

Expiration date: _____ **Billing zip code for card:** _____

CVV code: _____ (Last 3 digits in signature box on back.)

Authorization agreement

I authorize Next Generation Leaders Inc. to charge my credit card on the 1st of each month for the invoiced tuition amount. I understand that I will receive invoices via email by the 25th of the previous month, and I must notify Next Generation Leaders Inc. before the 1st if I do not wish this charge to be applied.

Signature _____ Date _____