



Us & Friends: Education for Everyone, L.L.C.

Participation Agreement

Hi,

We are excited and honored that you are interested in participating in one of our courses/classes or events. We wanted to take a little time to outline some basics of what to expect and what is expected in all of our courses/classes and events, as well as go over some basic logistics and pragmatics.

1) Respect and Kindness

- a. Our number one expectation from all involved is respect and genuine kindness toward everyone, all the time, regardless of a bad mood we may be in or any differences we may have in worldview, ideology, religion, politics, ethnicity, race, gender, sexual orientation, socio-economic status, where we are from in the world, or any other conceivable context; as Jacky Moon says, "E.L.E. Everyone Love Everyone". All Us & Friends associates and participants are expected to abide by this.
- b. Bullying, harassment, discrimination, and similar behaviors will not be tolerated.

2) Quality and Consistency

- a. It is expected that all of Us & Friends sponsored courses/classes, events, and instructors will be of high quality and demonstrate consistency, to the best of our ability.
- b. **Start Time**—To be respectful of everyone's time and ensure that we have adequate time to meet the expectations of quality for our courses/classes and events, it is expected that all courses/classes and events start promptly at advertised times. Participants are responsible for being on time; generally, courses/classes and events will not wait for participants to arrive, and missed material will not be made up.
- c. **Session Time**—some of our courses/classes and events last for a duration of time that may be difficult for some participants to remain appropriately engaged in. This is part of why we have age restrictions for certain courses/classes and events. Participants are responsible for maintaining appropriate behavior throughout all courses/classes and events; parents of children are responsible for their children maintaining appropriate behavior throughout the entirety of all courses/classes and events. Parents are expected to use good judgment in realistically assessing whether their child is capable of sitting, following instructions, staying engaged, and maintaining generally acceptable behavior throughout the duration of a course/class or event.

3) Missed or Cancelled Courses/Classes or Events

It is inevitable that at some point, a course/class or event will be forced to cancel, due to factors such as: no electricity, no water, no internet, closure of locations that we meet at, extreme weather, illness, etc.

- a. If Us & Friends is forced to cancel a course/class or event due to variables beyond their control, like those listed above, the classes or event will be rescheduled and made up to

the best of our ability; the considerations of all participants and instructors will be taken into consideration and an attempt to accommodate all or as many as possible will be made. In general, refunds will not be made for those who cannot make the rescheduled class or event, but a refund may be appropriate in some circumstances.

- b. If Us & Friends cancels a course/class or event due to reasons within their control, full refunds will be made automatically.
- c. If a participant cannot attend a course/class or event or decides the course/class/event is not for them (and quit), generally:
 - i. The participant will not be refunded.
 - ii. Courses/classes, events, or material will not be retaught or redone.
 - iii. Depending on the course/class or event, a recorded version and/or some extra study material or resources will be made available, but this is dependent upon the course/class or event.

4) Tuition Payments

- a. If you are enrolled in one of our Monthly Plans, you are good to go! All our courses are included in the plans. We just ask that you register for each course that you take, as space is limited.
 - i. Monthly Plans are prorated when initially purchased. For example: Mr. Majinga is interested in a course starting mid-month and wants to purchase an Individual Plan (\$50/month). Mr. Majinga would be prorated for this initial month (\$25) and then the \$50 for all following months.
 - ii. Monthly Plans are generally **not** prorated after purchase. For example: Mr. Majinga moves to Culebra mid-month and consequently won't be able to take any more courses. Mr. Majinga would not be refunded for the latter half of the month that he had already paid for. Certain exceptions may apply.
 - iii. To receive the "Early Bird" discount for the upcoming month, plans must be renewed (paid for) by the 20th of each preceding month. For example: Mr. Majinga wants to receive the Early Bird discount for the month of October. Mr. Majinga must pay for his October Plan before September 20th, to receive the discount.
- b. If you are not enrolled in one of our Plans:
 - i. A deposit is required to reserve your spot. Deposits are credited toward the balance. Deposits are non-refundable. Deposits are generally half of the total cost for a course.
 - ii. The full remaining balance (tuition minus deposit) is due by the first class/session and is non-refundable. We no longer offer payment plans.
 - iii. Part of the reason for our no-refund policy and the ceasing of payment plans is due to the problem that is caused when a participant reserves their spot and doesn't follow through with attendance—their spot could've been reserved by (and benefited from) a participant who would've taken advantage of the opportunity; this happens too frequently and we feel it is unfair and limiting to those who take these opportunities seriously.

5) Parents

- a. Parents need to remain on-site for all in-person classes and events. Parents are responsible for taking their children to the bathroom and dealing with any behavioral issues that may come up.

6) Library Rules and Protocols

- a. Us & Friends is truly thankful for the opportunity that the library, its wonderful staff, and the City of Cabo Rojo, have given us by opening their wonderful facilities for our use. The library is intentional about promoting a familial environment and we insist that we treat all staff, guests, patrons, and the facilities with the utmost respect.
- b. All library rules, policies, and protocols must be respected and adhered to.
 - i. The library is a place of study for many, and we need to do our part to maintain an appropriate study environment for all.
- c. Please keep the facilities clean and pick up all personal trash.
- d. Please take the time to thank the dedicated staff! They make all this possible.

- 7) Please indicate whether pictures or videos of you and/or your child may be used by Us & Friends on our website, social media platforms, or printed material for purposes of description, promotion, and advertisement.

_____ Yes _____ No

Thanks for taking the time to read through this, and if it is agreeable, please sign and date confirming your understanding, acceptance, and compliance. This document (Agreement and Liability Waiver(s)) is a one-time requirement, and the agreement is understood to be in effect for all Us & Friends sponsored courses and events that you participate in. And we look forward to exploring thought with you!

Signature _____ Date _____

See you soon!

Jack & Damaris Foster
Us & Friends: Education for Everyone

LIABILITY WAIVER

(Adults)

I, (print full name) _____, of legal age and resident of _____, Puerto Rico, declare that my participation in all Us & Friends activities, courses/classes, and events is voluntary, and I do so, assuming all risks and absolute responsibility. I agree to fully release Us & Friends: Education for Everyone, Jack Foster, and Damaris Foster from any damage or harm I may suffer during the aforementioned activities and/or any related activity.

I attest to this on (day) _____ of (month) _____ of (year) _____, in Cabo Rojo, Puerto Rico.

Signature _____ Date _____

LIABILITY WAIVER

(Kids)

I, (print full name of parent) _____, parent or guardian of the minor child(ren) (print full name of child or children) _____

_____, and resident of _____, Puerto Rico, state that my participation in all Us & Friends activities, courses/classes, and events is voluntary, and I do so, assuming all risks and absolute responsibility. I agree to fully release Us & Friends, Jack Foster, and Damaris Soto Foster from any damages that may be suffered by me, my child, or children during the aforementioned activities and/or any related activities.

I attest to this on (day) _____ of (month) _____ of (year) _____, in Cabo Rojo, Puerto Rico.

Signature _____ Date _____