

## ENROLLMENT AGREEMENT For Students Under 18

Student Name \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_ Email \_\_\_\_\_

Parent Name \_\_\_\_\_ Emergency Contact # \_\_\_\_\_

**Workshop Name:** \_\_\_\_\_

**Workshop Start Date:** \_\_\_\_\_ **Workshop End Date:** \_\_\_\_\_

Registration not accepted after 1st day of class

**Requirements:** Parents and students must sign an Acknowledgement of Safety Procedures and parents must sign a Liability Release Agreement.

**Tuition:** \_\_\_\_\_ **+ Materials:** \_\_\_\_\_ **= Total Cost** \_\_\_\_\_

**Student's Method of Payment:**

Cash  Credit card  
 Check (payable to NESAW)  Other (such as gift certificates)

\*If paying by credit card, please contact NESAW at 413-4527-6103 or info@nesaw.com for an electronic invoice.

**Refund Policy: (as per M.G.L. Chapter. 255 Section 13 K)**

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative Costs equal: \$0

I have been provided a copy of the school's catalogue and policies, in a manner of my choosing and I am initialing my choice:

- hard copy       send via email
- I will download the catalogue and policies from the school's website (www.nesaw.com)

Student's Initials

- I understand this contract will not be in force and effect until signed by both myself and a school representative.
- I have received a copy of the school's complaint procedures policy.
- I understand the refund policy as stated above.
- I understand that these workshops do not grant credit and are not transferable to other institutions of education.

This school is licensed by the Massachusetts Department of Elementary & Secondary Education, Office of Proprietary Schools. Any comments, questions, or concerns should be directed to proprietaryschools@doe.mass.edu or 781-338-6048.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

If the student is under the age of 18,

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Date \_\_\_\_\_

School Official's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print School Official's Name: \_\_\_\_\_ Date \_\_\_\_\_

I, the student, have received a completed and signed copy of this agreement on date: \_\_\_\_\_  
\_\_\_\_\_ (student's initials)

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One Cottage Street  
Easthampton, MA 01027  
p: 413.527.6103  
f: 413.527.1799  
www.nesaw.com

### Release of Liability

Working with wood necessitates the use of cutting tools, whether hand or machine, which by their nature create the risk of physical injury. A central concern of the staff at the New England School of Architectural Woodworking is to minimize the chances of such injury during our classes by teaching safe work habits and providing safe equipment in the shop. Despite these precautions, some degree of risk remains for anyone entering or practicing in the field of woodworking. For this reason, we ask all students to execute the following release agreement:

I, the undersigned, do hereby release the New England School of Architectural Woodworking and/or Sisyphus Woodworking Inc., together with their employees, agents, representatives, and directors from any and all liability, loss, damage, costs, claims and for causes of action, including but not limited to all bodily injuries and property damage arising out of participation in the Architectural Woodworking program or other evening and weekend workshops, it being specifically understand that said woodworking courses include the use and operation by the undersigned participant of the school's woodworking tools, machinery, and space.

I, the undersigned, also certify that I am covered by valid health insurance and can offer proof on request.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent name (please print)

\_\_\_\_\_  
Parent signature

### Photo/Video Release Form

In order to promote the school online and in print, we will occasionally take photos or video of our students at work and/or with their final projects. The media is occasionally invited to do the same for news articles and features. We would like your permission to use your name and photo/video if the opportunity arises. Please indicate your preference below:

\_\_\_\_\_ Yes. I hereby give permission to Sisyphus Woodworking Inc. (dba The New England School of Architectural Woodworking) to use my name and photographic likeness in all forms and media for advertising, trade, and any other lawful purposes.

\_\_\_\_\_ No. I prefer that Sisyphus Woodworking Inc. (dba The New England School of Architectural Woodworking) NOT use my name and photographic likeness in all forms and media for advertising, trade, and any other lawful purposes.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent name (please print)

\_\_\_\_\_  
Parent signature

## Acknowledgement of Safety Procedures

### General Safety

- NESAW takes student safety very seriously. It is expected that students will follow the safety guidelines listed below at all times. **Students who purposely and/or repeatedly disregard safety rules, refuse to use safety equipment, or endanger others may be asked to leave the shop or be asked to leave the program.**
- Pay close attention to the instructions and demonstrations given by your instructor.
- Pay attention to your instincts; if something seems unsafe, it probably is.
- **The use of illegal drugs or alcohol while operating machinery is strictly prohibited and will result in dismissal from the program.** Notify the instructor if you are taking any medication that could impair machine operation. If you feel ill, drowsy, or otherwise impaired for any reason, inform your instructor and do not use power tools for that class period. Only you know whether you are unable to guarantee safe machine operation.
- Read all safety instructions for a tool before using it for the first time.
- **Be Alert.** Always be alert when operating a power tool. If the work becomes monotonous, take a short break. Accidents are prone to happen to those who are not paying attention.
- Cell phones should be turned off during class to ensure personal safety and reduce disruption to other students. Personal music players may not be used.

### Body Protection

- **Eyes:** ANSI approved eye protection must be worn at all times in the machine room. They must also be worn anywhere else there is the possibility of airborne particles or chips. This includes safety glasses, goggles, or full face shields. If you see a fellow student or an instructor violating this rule, please give him or her a friendly reminder.
- **Respiratory:** Students are required to use dust collection on machines where it is provided and encouraged to wear dust masks when sanding or using machinery that create excessive airborne dust. Use vent fans where provided. Use a respirator and always work in a well ventilated area when using finishes or other hazardous chemicals. Rags used with volatile solvents and finishes must be fully air dried prior to being disposed of in approved containers.
- **Ear:** Students are encouraged to wear ear protection whenever power tools are in operation. This includes ear plugs, protective headsets, or other ANSI approved hearing protection. Students are not allowed to use headsets that play music or any sound while using power tools.

### Machinery Operation

- **All students must be monitored by a spotter (i.e. instructor or assistant) while using all stationary power tools.** In individual student is found to be consistently using tools in an unsafe manner, the instructor may issue a warning and require that the student only use machinery under instructor supervision until further notice.
- **Use the appropriate guards, push sticks, guides, fences, and hold downs for all machinery.** Concentrate on what you are doing from start to finish for every operation and understand all safety procedures for the machine prior to turning it on. If you are unsure of something, ask an instructor for help before attempting the operation.
- **Dress properly for your work.** Students will be prepared for each day to work in the machine room. This means no coats or jackets, closed-toed shoes, preferably steel-toed (no sandals), tucked-in shirts with short or rolled-up sleeves, and no jewelry that hangs away from the wrist or neck. Long hair must be tied back. Hats with minimal ornamentation are permitted. Long pants are preferred but shorts are permitted in very warm weather. Students who violate the dress code will not be allowed to participate in class activities that day until the dress code is met.

## Safety Guidelines, Cont.

- **Avoid talking to, walking behind, or distracting people who are operating machinery.** If you need their attention, always approach from head on to avoid startling them. Unless it's an emergency, wait for them to finish and shut down the machine before engaging them.
- **Be aware of your surroundings when using a machine.** The classroom is a group woodworking environment, and as such, there will be activity occurring all around you, sometimes in your peripheral vision where you can be easily startled.
- **Be alert for anything unusual when turning on or operating any machine.** If you hear or see anything unusual (such as loose parts, incorrect adjustments, or dull blades) when turning on a machine, immediately turn it off and report it to your instructor.
- **Clean up when finished with a machine.** This includes any scrap wood or sawdust, tools, and other materials you might have used. Please dispose of and/or return materials to the proper place.
- **Never force a machine; let it do the work.** If it is necessary to force an operation, if the material is burning, or the motor is overloading, then something is wrong. Stop and verify that everything is set up correctly and the operation is being performed correctly. If you are not able to determine what is wrong, ask your instructor for help.
- **No food or beverages around the machines or student work.**
- **Use machines only after you have received instruction on their safe and proper use.**

I have read, understand, and agree to abide by the NESAW Safety Guidelines:

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent name (please print)

\_\_\_\_\_  
Parent signature