



Enrollment/Tuition Contract

Roots & Vines Foundational Herbology Program

Thank you for signing up for the Roots & Vines Foundational Herbology Program. We are so glad to have you join us this year! This letter sets forth the terms and conditions of agreement between you and Sacred Garden School, LLC ("SGS") for your enrollment in this program. While I believe this letter is straightforward, please read it closely and if you have any questions, please contact me.

1. Program Enrollment. Foundational Herbology meets the third weekend of each month (excepting April), March through November. We meet from 10:00 am- 6:00 pm on Saturdays, and 9:00 am - 4:00 pm on Sundays, beginning March 15, 2025. Our last class will be on November 16, 2025. You agree to make reasonable efforts to attend classes and to contact SGS when you cannot attend. While you are responsible for keeping up with assignments and class attendance, SGS reserves the sole right not to award any class certificate based on excessive class absenteeism, failure to keep up with program work, disruptive behavior in class (and/or to any fellow students) and any other reason where SGS, in its sole reasonable judgment, determines that you did not exemplify the knowledge, skills and/or conduct to certify that you possess such qualities in relation to your program course work. You acknowledge that the program is solely for personal educational knowledge and SGS makes no promises or guarantees to you concerning any matter related to the program that is not expressly stated in this letter agreement.

2. Costs and Expenses. A deposit of \$250 is required to hold your place in this program. *The deposit is non-refundable and non-transferrable.*

Tuition Costs

The total tuition for the program \$2475, but a number of discounts are available:

- A \$175 early-bird discount is applied to people who register by February 1, 2025. To receive this discount, you must pay the \$250 deposit no later than midnight on the 1st of February.
- A \$175 discount is offered to those who pay the remaining balance in full by March 15, 2025 (our first day of class).
- A \$200 discount is available to anyone who registers with a friend (Make sure that the friend lets me know who referred them at the time of registration)

For Students paying Full Tuition before Program Begins

If you intend to pay in full by March 15, 2025 for a \$175 discount, please let me know and I will have an invoice ready for you with the final balance including any additional discounts on the first weekend of class. The remaining balance can be paid with cash, check or money order, and either brought with you to class or mailed to:

Sacred Garden School
PO Box 1434
Shepherdstown, WV 25443



Or electronic payments can be sent via Venmo @sacredgardenschool or PayPal to Ashley personally at dreamloud4us@yahoo.com. If you prefer to use credit card, I can send you an invoice through Square (please note that a 3% fee will be added for payments made through Square)

Subsequent to SGS's receipt of your program payment in full, should you decide to withdraw from the program, you will be entitled to a refund as follows:

- a. If you withdraw up until 1 weeks from the first day of class, you will receive 80% of the tuition;
- b. If you withdraw within 4 weeks after our first day of class, you will receive 75% of the tuition; or
- c. If you withdraw after April 13th, you will not be entitled to any tuition refund, however, you will retain credit that can be applied towards future classes.

Tuition refunds, if any, shall be sent to you no later than 14 days after the date of your withdrawal in writing to SGS. If, for any reason, your check is returned or is non-negotiable at your bank, you agree to pay a fee of \$50 in addition to all amounts owed to SGS.

For Students requiring a Payment Plan

A deposit of \$250 is required to hold your spot, due no later than March 10, 2025. The total tuition for the program, less your deposit and any applicable discounts, will be broken into 9 equal payments. SGS agrees to accept your enrollment with the following payment plan amounts and due dates:

9 equal installment payments on the following dates:

- 1) March 15, 2025, 2) April 26, 2025, 3) May 17, 2025, 4) June 21, 2025 5) July 19, 2025
- 6) August 16, 2025, 7) September 20, 2025, 8) October 18, 2025, 9) November 15, 2025

Should you decide to withdraw from the program, you will be entitled to a refund as follows:

- a. If you withdraw up until 1 week from the first day of class, you will be charged for 20% of the tuition;
- b. If you withdraw within 4 weeks after our first day of class, you will be charged for 25% of the tuition; or
- c. If you withdraw after April 13th, 2025, you will be responsible for the full balance plus any fees incurred to SGS related to collection of the balance.

The monthly installments may be paid with cash, check or money order, and either brought with you to class or mailed to:

Sacred Garden School
PO Box 1434
Shepherdstown, WV 25443

Or electronic payments can be sent via Venmo @sacredgardenschool or PayPal to Ashley personally at dreamloud4us@yahoo.com. If you prefer to use credit card, I can send you an invoice through Square (please note that a 3% fee will be added for payments made through Square or PayPal)



3. Binding Agreement. If you fail to meet any of your obligations under this Agreement, including the payment of any fees or costs, SGS shall have the right to terminate this Agreement upon 7 seven days prior written notice to you sent to the address above. Further, you agree to indemnify and hold SGS harmless from all costs and expenses (including reasonable attorneys fees) incurred by SGS in any collection matter or any other action initiated by SGS related to your breach of this letter Agreement. This letter agreement represents the complete agreement and understanding between you and SGS regarding the program and is governed solely by the laws of the state of West Virginia. The venue of any legal action related to this letter agreement shall solely occur in the federal or stated courts located in the City of Charles Town, West Virginia.

All students are responsible for paying tuition in full by the end of the course, November 16, 2025. Failure to complete payment will result in your certificate of completion being withheld.

Please select a payment option below, then sign and date this agreement. Return it to Ashley at sacredgardenschool@gmail.com or mail it to PO Box 1434 Shepherdstown, WV 25443.

____ I plan to pay the tuition in full by March 15, 2025

(With the pay-in-full discount, the remaining balance after the deposit would be \$2050. Early-bird and Refer-A-Friend Discounts may also be applied)

____ I plan to pay in monthly installments.

(Your monthly payments will be determined after discounts are applied. Without any discounts the monthly payments would be 9 payments of \$250)

By signing below, you agree to the terms & conditions of this letter.

NAME

DATE