

Registration Checklist

All of the below forms and payment must be received before students are fully registered for class.

- Registration Form (one per family)
- Student Information Form (one per student)
- Book Order Form (one per family – due by 7/15)
- Email Type-In Forms to readtowitz@earthlink.net and Send Payment Via PayPal or Zelle or Check (see below)**
 - Or You may pay via **PayPal** using **“family and friends”** to: readtowitz@earthlink.net
 - Or You may pay via **Zelle** (Dwight or Kyra Gartrell)
 - Or If mailing forms and paying by check, email / text/ or call for address to send information.

The Writer's Toolbox - 2024-2025

Registration and Financial Policy Agreement

To Register: Complete the Registration, Student Information Form for Each Student, and Facility Form for your desired location and send it along with the appropriate fees via email and electronic payment or to the address on the registration form. Do not forget to acknowledge this agreement on the bottom of the "Registration" form. **No student is registered without a complete registration form and deposit.** Registration confirmation is sent via e-mail.

Class	Class Tuition	Paid in Full Discount*	Paid in full Balance after \$100 Deposit on or before Class Orientation	Balance after \$100 Deposit for Monthly Payments	Monthly Payments
WriteShop Jr. E	\$540	\$490	\$390	\$440	\$55.00
WriteShop Jr. F	\$550	\$500	\$400	\$450	\$56.25
Introduction to Writing	\$570	\$520	\$420	\$470	\$58.75
Intermediate Writing Level I	\$580	\$530	\$430	\$480	\$60.00
Intermediate Writing Level II	\$595	\$545	\$445	\$495	\$61.88
Literary Analysis	\$620	\$570	\$470	\$520	\$65.50
Advanced Writing	\$620	\$570	\$470	\$520	\$65.50

Sibling Discount Tuition

*Three or more students from the same family receive the "Sibling Discount" fee.

Class	Class Tuition	Paid in Full Discount*	Paid in full Balance after \$100 Deposit on or before Class Orientation	Balance after \$100 Deposit for Monthly Payments	Monthly Payments
WriteShop Jr. E	\$520	\$470	\$370	\$420	\$52.50
WriteShop Jr. F	\$530	\$480	\$380	\$430	\$53.75
Introduction to Writing	\$550	\$500	\$400	\$450	\$56.25
Intermediate Writing Level I	\$560	\$510	\$410	\$460	\$57.50
Intermediate Writing Level II	\$575	\$525	\$425	\$475	\$59.38
Literary Analysis	\$600	\$550	\$450	\$500	\$62.50
Advanced Writing	\$600	\$550	\$450	\$500	\$62.50

*** The Paid in Full Discount applies only to payments received on or by the date of class Orientation.

Monthly Payments:

8 monthly payments: the first payment is due on the orientation day of the class and each subsequent payment is due on the first day of the following months - October, November, December, January, February, March, and April. Reminders for payments are sent to families electing monthly payments the last week of each month. Families on monthly payments will need to sign a "Monthly Payment Contract" that will allow them to formally acknowledge their commitment.

Full Year Commitment: For Parents choosing to make monthly payments: *Each parent/student is expected to honor a full year commitment of class tuition, class attendance, and class participation (in class and assigned homework).* Each year many classes have a wait list or parents select a different class other than their first choice because some classes tend to fill quickly. In any class that is full, each student has taken a seat that might have gone to another student. **Parents are still expected to honor their full year financial obligation for class payments even if student withdraws from class or stops attending.**

Late Fees: A \$15.00 late fee is assessed for payments received after the 10th of the month when payment is due.

Refund Policy:

- A full refund of class costs less \$100.00 deposit will be given if student withdraws within 7 days of sent email confirmation.
- A 50% refund of class costs less \$100.00 deposit will be given if a student withdraws after 7 days of receipt of confirmation email and before the first day of class.
- **No refunds after the first day of class**

Course Cancellation:

A class may be cancelled if minimum class size is not met. If a class had not met the minimum size, it may still meet if the other classes at a particular location have met their size requirement. **Class minimums must be met by July 26th.** All classes require 6 students. If a class is cancelled, all payments received will be refunded.

Parental Supervision:

Although I consider my classes as a ministry and my husband and I are committed to serving you and your students to the best of our ability, we also consider the classes as a partnership with homeschooling parents. Since our classes meet only once per week, parent's supervision of assignments is or maybe needed. Students are expected to work diligently to complete weekly assignments and be prepared when they come to class for our class time to be productive. Of course, allowances are made when students must miss a class for sickness, emergencies, or planned family events. Students will have a class syllabus, homework logs, and ThinkWave (web-based grade management system used in all classes except WriteShop Jr.); therefore, when students miss a class, they can still keep abreast of assignments and not fall behind.

Writing Classes 2024-2025 Registration Type-In Form

Taught by: **Kyra Gartrell**

readtowrite@earthlink.net

704-236-1249

Family Information

Parent's Names:

Best Phone #1:

Phone #2:

Street Address:

City:

State:

ZIP Code:

E-mail:

Where did you hear about the writing classes?

Class Locations

- Monday – My home - **GH**
- Tuesday - Online **OL**
- Wednesday – Indian Trail Town Hall – **ITTH**

Classes Offered

WriteShop Jr. E (**WS Jr. E**)

Intermediate Writing, Lev. I (**Lev I**)

WriteShop Jr. F (**WS Jr. F**)

Intermediate Writing, Lev. II * (**Lev II**)

Introduction to Writing (**IW**)

Literary Analysis* (**LAC**)

Advanced Writing* (**AW**)

* Add "H" after these classes if interested in honors

Student Name	Grade	Class Name (Initials) (1 st / 2 nd Choice)	Location - Day & Initials (1 st / 2 nd Choice)
		/	/
		/	/
		/	/
		/	/

To Register: Complete the Entire Form / Sign Policy and Class Agreement Below / Submit Fees * / Mail

Class Deposit (non-refundable)	\$100.00 (per student)	\$
Class Payment in Full	Tuition less \$100.00 class deposit. See Class Cost Chart or Individual Class Description	\$
1 st Month Payment	See Class Cost Chart or Individual Class Description	\$
Payment Plan Fee Those wishing to use monthly payments must add a one-time \$30.00 processing fee with the first payment	Payment Plan Fee \$30.00	\$
Total Enclosed		\$

PLEASE READ THE REGISTRATION, FINANCIAL, AND CLASS POLICIES AGREEMENT
website – www.thewriterstoolbox.info

I _____ have read, understand and agree with the registration, financial, and class policy agreement.

Signature:

Date:

Thank you for the opportunity to partner with you and teach/tutor your student(s) this school year.

www.thewriterstoolbox.info

2024-2025 The Writer's Toolbox - Student Information Sheet

Needed for Each Student

General Contact Information

Student's Name:		Age:	Grade:
Class Name (Abbreviation):	Location:	Honors - <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student's e-mail Address (needed for group emails and ThinkWave):			
Parent's Name(s):			
Address:			
City:	State:	Zip	
E-mail Address:			
Best Phone #1:		Best Phone #2:	

Student Information

(This information will be used to help me generate and recommend writing topics)

Current Year Classes

English:	Math:
History/Social Studies:	Science:

Recent Books Read:

Books You Would Like to Read:

Favorite Books:

Favorite Authors:

Favorite Hobbies:

Goals (3 things you would like to accomplish this year):

Desired Career Interest(s) or Hobbies:

On-Line Grammar Program – www.grammarbook.com – Available for All Students / Assigned to the Intermediate Writing Classes and the Literary Analysis Class
For New Students Only (Returning students do not need to complete this section. You will keep the same user name and password as 2023-2024 school year.)

User Name – student's first initial.last name. ex. j.smith (all small letter):

Password:

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Student's e-mail Address (needed for group emails and ThinkWave):			
Parent's Name(s):			
Address:			
City:	State:	Zip	
E-mail Address:			
Best Phone #1:		Best Phone #2:	

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Student's e-mail Address (needed for group emails and ThinkWave):			
Parent's Name(s):			
Address:			
City:	State:	Zip	
E-mail Address:			
Best Phone #1:	Best Phone #2:		

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Student's e-mail Address (needed for group emails and ThinkWave):			
Parent's Name(s):			
Address:			
City:	State:	Zip	
E-mail Address:			
Best Phone #1:	Best Phone #2:		

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Password:

2024-2025
Writer's Toolbox Writing, Literature, and Study Skills Classes
Group Book Order Form

Classes taught by: **Kyra Gartrell**

readtowrite@earthlink.net

704-236-1249

Family Information

Parent's Names:

Best Phone #1:

Phone #2:

Address:

City:

State:

ZIP Code:

E-mail Address:

Class Locations

Monday – Gartrell Home **(GH)**

Tuesday – On Line **(OL)**

Wednesday - The Homeschool Room **(ITTH)**

Student Information

Student Name	Class Name	Location	Book (s) Use abbreviations – see below

Complete the Entire Form / Submit Total Book Fees / Mail - Payments Due by July 15, 2024

Books for Classes	Quantity	Cost	Total
WriteShop Jr. E (WS Jr. E)		\$63.00	\$
WriteShop Jr. F (WS Jr. F)		\$65.00	\$
WriteShop I (Introduction to Writing) (WS1)		\$62.00	\$
WriteShop II (Lev I, Essay Writing, and Lev II) (WSII)		\$62.00	\$
The Power in Your Hands: Writing Non-Fiction in High School 2 nd ed. (Adv. Writing) (PH)		\$45.00	\$
The Writer's Toolbox: Using Rhetorical Devices to Improve Communication (Adv. Writing) (WT)		\$22.00	\$

Email Type-In Forms to readtowrite@earthlink.net and Send Payment Via PayPal or Zelle or Check. If mailing forms and paying by check, email / text/ or call for address to send information.

Total \$