



## **Moon Global Foundation Youth Production Class Agreement**

This Agreement (“Agreement”) is entered into by and between the parent/guardian of the participant (“Parent/Guardian”) and Moon Global Foundation (“Foundation”), for the enrollment of the minor participant (“Participant”) in the 5-Week Youth Production Class (“Program”).

### **1. Program Overview**

The Program is a 5-week course designed to teach youth ages (7-12) the fundamentals of TV and film production, including story development, camera operation, scene shooting, and editing. The Program will run from May 3, 2025, to May 31, 2025, with classes held every Saturday from 9:00 AM to 1:00 PM.

### **2. Enrollment and Fees**

- Enrollment in the Program is contingent upon full payment of the tuition fee. The total cost of the Program is \$200.
- Payment is due by April 30, 2025, to secure the Participant's spot in the Program.
- Payments can be made via online payment system
- A \$50 non-refundable administration fee is required at the time of enrollment and is not refunded under any circumstances. This is included in the \$200 program cost.

### **3. Participant Responsibilities**

- The Parent/Guardian agrees to ensure the Participant attends the classes regularly, on time, and participates fully in all activities.
- The Parent/Guardian understands that the Program involves physical and creative activities. The Participant is expected to behave respectfully toward instructors and fellow students.
- The Parent/Guardian acknowledges that the Participant may be required to use certain equipment and understands that Moon Global Foundation will provide all necessary safety precautions during the use of such equipment.

### **4. Absence**

- In case of absence, the Parent/Guardian must notify the Foundation at least 24 hours in advance, by call or email at [pamela@moonglobalfoundation.org](mailto:pamela@moonglobalfoundation.org).



## 5. Health and Safety

- The Parent/Guardian acknowledges that the Foundation will take reasonable steps to ensure the safety and well-being of the Participant during the Program.
- The Parent/Guardian agrees to provide any necessary medical information and authorization for emergency care should the Participant require medical attention during the Program.

## 6. Media Release

- The Parent/Guardian grants permission for the Participant's image, voice, and/or likeness to be used in any media (photos, video, social media, etc.) related to the Program for promotional purposes.
- If the Parent/Guardian does not wish for the Participant's image to be used, they must notify the Foundation in writing before the start of the Program.

## 7. Code of Conduct

- The Parent/Guardian agrees to ensure that the Participant adheres to the Program's code of conduct, which includes respect for instructors, other participants, and property.
- Any violation of the code of conduct may result in the Participant's dismissal from the Program, with no refund of fees.

## 8. Refund Policy

- In the event that the Participant must withdraw from the Program prior to the first class, a full refund, minus the \$50 non-refundable deposit, will be issued.
- **After the first class, no refunds will be issued for any reason, including early withdrawal or missed classes.**

## 9. Limitation of Liability

- The Parent/Guardian agrees that Moon Global Foundation and its employees will not be held liable for any injuries, accidents, or loss of property that may occur during the Program, except as caused by the Foundation's negligence.

## 10. Dispute Resolution and Mediation

- In the event of any dispute or disagreement arising out of or relating to this Agreement, the parties agree to first attempt to resolve the dispute through informal negotiation.



- If the dispute cannot be resolved through informal negotiation, the parties agree to submit the matter to mediation before resorting to legal action. The mediation will be conducted by a neutral third party mediator mutually agreed upon by both parties.
- The mediation will take place in [insert location], and the parties agree to equally share the costs of the mediation process.
- If the matter cannot be resolved through mediation, either party may proceed with legal action as necessary.

### **11. Non-Administration of Medication**

- The Parent/Guardian acknowledges and agrees that Moon Global Foundation and its staff are not authorized to administer any medication to the Participant during the Program, including over the counter or prescription medications.
- The Parent/Guardian is solely responsible for ensuring that the Participant takes any necessary medication before or after the Program as directed by a healthcare provider.
- In the event that the Participant requires medication during the Program, the Parent/Guardian must make arrangements for the Participant to take the medication outside of Program hours.

### **12. Governing Law**

- This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**IN WITNESS WHEREOF**, the Parent/Guardian and Moon Global Foundation hereby agree to the terms and conditions of this Agreement.

#### **Parent/Guardian Information:**

- Name: \_\_\_\_\_  
Relationship to Participant: \_\_\_\_\_
- Address: \_\_\_\_\_  
Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_



**Participant Information:**

- Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_
- Emergency Contact Name: \_\_\_\_\_  
Emergency Contact Phone Number: \_\_\_\_\_

**Signatures:**

- Parent/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_
- Moon Global Foundation Representative: \_\_\_\_\_  
Date: \_\_\_\_\_