

## **After School Enrichment Class - Instructor Agreement**

- Enrollment finishes on After School Enrichment Program (ASEP) Chair provided date, regardless of when the class will be held.
- If your class is under your minimum enrollment, LEPTA will automatically cancel the class. Please ensure your minimum number of students is accurate before you submit your Class Information Sheet.
- If a class is cancelled, LEPTA will allow affected students to transfer their registration to another class with open spots.
- Instructor payments will be issued one week after the class has started.
- Please be sure your W-9 has been completed with correct name & updated address.
- Instructors may submit original supply receipts to LEPTA Treasurer, which will allow Treasurer to deduct those expenses from your 1099 earnings.
- Instructor will e-mail enrolled students one-week prior to the first class with class details and instructor contact information.
- If class will be directly after school at LPS/LES, it must start by 3:15PM and Instructor must be present by 3:00PM to supervise students.
- If class will be directly after school at LECC, it must start by 4:00PM and Instructor must be present by 3:50PM to supervise students.
- Instructor must have class roster present at each class to check students in and out of class.

By Submitting "I Agree" with your class submission, you agree to the terms set forth in this document.