



“We Don’t Just Do Taxes...WE KNOW TAXES”

2018 INCOME TAX COURSE AGREEMENT

01. I understand that this agreement is solely between me and TCL Financial & Tax Services and outlines the terms and conditions of the 2018 Income Tax Course being offered by the company.
02. I understand that I am subject to follow all rules of the Privacy Disclosures set forth by TCL Financial & Tax Services. I further understand that I will not sell or share any current employee, potential employee, student, current client, or potential client’s personal information to anyone not authorized to know such information.
03. I understand that on or before the first day of class that I am to supply TCL Financial & Tax Services with proof of my identity; which includes any form of government or state issued identification.
04. I understand that I am enrolling in the 2018 Income Tax Course being offered by TCL Financial & Tax Services; which will begin Tuesday, October 2, 2018 and will end on Thursday, December 13, 2018.
05. I understand that the total cost of the 2018 Income Tax Course ranges from \$149.99 to \$224.99 depending on the pricing option that I select (waived for current employees). I further understand that this fee covers the instructor’s fee and supplies for the course. I further understand that this fee is totally non-refundable.
06. I understand that if the one-time discounted fee (waived for current employees) is not paid by me on or before the first day of class that I can choose to be placed on Payment Plan A or B. I further understand that if I choose one of the payment plan options, I must pay the remaining balance on or before Thursday, November 1, 2018 or I authorize TCL Financial & Tax Services to receive such payment using my payment instrument(s) on file. I further understand that the total cost of the 2018 Income Tax Course is due by me regardless if I do not complete the course.
07. I understand that my attendance is required at all class meetings being offered from Tuesday, October 2, 2018 through Thursday, December 13, 2018. I further understand that after three absences that I will be involuntarily unenrolled from the class unless prior approval by the instructor is granted.
08. I understand that all class meetings will begin promptly at 6:00 p.m. I further understand that there will be a 15 minute grace period for each student to gain entrance into the classroom. I further understand that at 6:15 p.m. of each class period, doors will lock immediately and entrance will only be allowed during break periods unless prior approval by the instructor is granted.
09. I understand that I am responsible for the signing in of myself only on the sign-in sheet when I arrive to each class period. I further understand, I should never do such act for any other individual.
10. I understand that while in attendance of the 2018 Income Tax Course that I am not to audio and/or video record any class sessions unless prior approval by the instructor is granted.

_____ **Student’s Initials**

11. I understand that while I am in attendance of the 2018 Income Tax Course that I am to keep all cellular phones, mobile devices, or any other form of communication or electronic device on a silent tone (not vibrate).
12. I understand that in the event I am absent from any class period that I am responsible for retrieving any missed information and material from the instructor prior to the next class meeting date.
13. I understand that I am enrolling in the 2018 Income Tax Course being offered by TCL Financial & Tax Services for the sole purpose of becoming an employee of the company or to gain personal knowledge of income tax laws. I further understand that I will not be contracted, employed, self-employed, or conduct any duties for any other individual or business that offers the same or similar services that are rendered by TCL Financial & Tax Services. I further understand that if I am dismissed as a student or as an employee voluntarily or involuntarily that I will not be contracted, employed, self-employed, or conduct any duties for any other individual or business that offers the same or similar services that are rendered by TCL Financial & Tax Services within two years from my separation date from the class or company.
14. I understand that the only exception to Agreement Number 13 above is to pay a buyout fee of \$5,000 to TCL Financial & Tax Services. I further understand that paying the buyout fee is the only way that if I am dismissed as a student or as an employee, voluntarily or involuntarily, that I can be contracted, employed, self-employed, or conduct any duties for any other individual or business that offers the same or similar services that are rendered by TCL Financial & Tax Services within two years from my separation date from the class or company. I further understand that if this fee is not paid by me voluntarily that I will be liable for all collection cost, court cost, and legal fees subjected to TCL Financial & Tax Services.
15. I understand that my employment with TCL Financial & Tax Services is not solely based on doing satisfactory in the 2018 Income Tax Course. I further understand that the company will conduct an interview, perform a previous employer background check, and will obtain a criminal background check before making a decision concerning employment.
16. I understand that while in attendance of the 2018 Income Tax Course that I am to conduct myself in a courteous and professional manner towards the instructor and other students in the class.
17. I understand that any violations of any of the above mentioned articles in this agreement will result in my full dismissal from the class.

**I AGREE AND UNDERSTAND WITH ALL OF THE ABOVE TERMS AND CONDITIONS OF THE
2018 INCOME TAX COURSE BEING OFFERED BY TCL FINANCIAL & TAX SERVICES.**

TODAY'S DATE

STUDENT'S PRINTED NAME

STUDENT'S SIGNATURE

TCL AUTHORIZED REPRESENTATIVE'S SIGNATURE

(UPDATED 09/25/2018)