**Tech2Work - AGREEMENT FORM**

As a part of the application process for Tech2Work, and to ensure successful client outcomes, we encourage family support and involvement. We ask that the student, guardians, and staff review the following information and sign this agreement to support the student.

* We understand that the participant is involved and at the center of making all decisions about his/her participation and following through with the Tech2Work program.
* We will ensure reliable transportation to the Tech2Work each day to minimize absences. Unless approved, long-term vacations that cause absences or extended use of virtual participation will not be permitted.
* I understand that payment will be expected within 30 days of billing. Students can only participate with full tuition paid by the responsible financial party.

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* I understand that no refund will be available once classes have begun should the client choose not to complete the program.
* I understand that students of Tech2Work are not supervised during times when class is not in session or when they are not with their mentor. (If the student is on the MedWaiver or requires specific accommodation, please inform Tech2Work staff immediately).
* I understand the client attends Tech2Work activities independent of guardians, promoting independence and self-advocacy.
* Students are responsible for their possessions and Tech2Work’s materials and will use the utmost care when working with equipment.
* Students will behave professionally in the language they use, the attire they wear, and how they engage with peers and staff.
* Physical aggression to oneself, peers, or staff is not permitted on campus, and if it is done so, an immediate team meeting will be called to discuss the next steps.
* Staff will work closely with the participant, providing reasonable accommodation when necessary and calling a team meeting if any concerns arise.
* Students are expected to promptly communicate needs, schedule issues, absences, and other reasons staff need to be informed.

Client signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tech2Work staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_