



Term and Condition

- **Media Release Agreement and Liability Waiver**
- **Parents or guardians give permission on G Suite for Education account**
- **Student Online Code of Conduct**
- **Code of Ethics for Teacher and Coach (including youth volunteer teacher and coach)**
- **Protecting Princeton Learning Experience International School's intellectual material**
- **Course Cancellation and Refund Policy**

Media Release Agreement and Liability Waiver

I grant permission for me (if 18 or 18+ years older) or my child to participate and appear in video or audio recordings, films, photographs, written articles, or on websites and social media sites. My consent includes the use of editing of my (if 18 or 18+ years older) or my child's image, voice, or name, and the use, editing and release to media outlets. Princeton Learning Experience International School is not liable for any damages to property or persons for the duration of its courses. I agree that I will not hold Princeton Learning Experience International School responsible for any harm that may arise from such reproduction.

Parents or guardians give permission to set up PLE G Suite for Education account for child

Parents or guardians give permission to Princeton Learning Experience International School to set up a G Suite for Education account for their child. Parents or guardians give permission to their child to access this PLE G Suite for Education account for educational purposes only. Parents or guardians give permission to PLE to assign email feature to their child's G suite account if the email communication is decided by PLE necessary for the PLE education program purpose.



Student Online Code of Conduct

Attendance

- You are expected to be in class and actively participate the entire class time
- Do not enter late or leave early
- You need to test your device to make sure the video conference app and your video/audio systems work well before the class
- Log in with your full name • Log in using only one device to avoid echo
- Turn on your video when class starts • Mute yourself all the time when you are not speaking
- Do not share your screen unless the Coach or Lecturer permits you to

Attitude

- You are expected to maintain a civil attitude in online class
- Do not use inappropriate or offensive commentary or body language to show your attitude regarding a course, the coach/lecturer, assignments, or fellow students.

Conversation

- Do not carry on side conversations in online class
- The Zoom Chat box of the course is reserved for postings relation to course work ONLY
- Other activities: You do not work on other activities while in class
- If you need to use social media during a PLE specially designed online education program (For example, Model UN Conference), you are only allowed to use the social media



platform with formal consent notice to PLE from your parents / guardian and also with the permission of your program instructor / teacher. Use social media for the only purpose of conducting an education program, no inappropriate or offensive commentary or language are allowed. During your social media usage in PLE special designed education program, If you run across inappropriate material or communication that makes you feel uncomfortable, or is not respectful, report to your program instructor / teacher right away.

Code of Ethics for Teacher and Coach

Princeton Learning Experience International School Code of Ethics for Teacher and Coach

(including youth volunteer teacher and coach)

- Be professional and polite in the class with appropriate dress and appearance; any inappropriate language or behavior in the class is prohibited. • Provide good quality education services to all students of the class in a nondiscriminatory manner.
- Take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- Check to make sure the video conference platform and internet connection work well before the online class. Enter into the online class or onsite class on time.
- Assign homework, provide weekly class summary and individual feedback.
- For Online class, teach in a quiet room with appropriate background and lighting; your Zoom video is expected to be on for the entire class time.

- Teacher / coach is required to inform the PLE management team and supervisor of his / her unavailability for the scheduled course before the course starts. A 48-hour advance absent notice is required if the class cannot be made due to personal reasons.
- Respect the copyright and intellectual property reserved by Princeton Learning Experience
- Teachers and coaches at PLE need to realize the lines between public and private, personal and professional are sometimes blurred in the digital world, especially when you conduct social media. Teachers and coaches at PLE are expected to serve as positive ambassadors for PLE and role models to students at PLE.

Dong Lu

Chief Administrator

Princeton Learning Experience International School

July, 2020

Protecting Princeton Learning Experience International School's intellectual material

INTELLECTUAL PROPERTY AGREEMENT

Customer (students, parents) or youth volunteer acknowledges and agrees that all courses, clubs, curriculum, content, software, graphics, pictures, documents, licenses, designs and materials and any and all derivatives thereof (collectively, Works) made available to Customer or youth volunteers pursuant to this Agreement are protected by copyrights, trademarks, service marks, patents, trade secrets, or other proprietary rights and laws and Princeton Learning Experience International School (or its Affiliates or licensors) own all right, title and interest in and to the Works. Customer or youth volunteers acknowledge and agree that it has no intellectual property interest or claims in the Works and has no rights to make any use of such Works except as expressly granted herein. Except as expressly authorized in writing by an officer of Princeton Learning Experience International School (PLE), customer or youth volunteer agree not to sell, license, sublicense, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit or create derivative works from any of the Works. Customer and youth volunteers will not act or permit any action that would impair any rights of Princeton Learning Experience International School (PLE) (or its Affiliates' or licensors') in the Works.

Customer or youth volunteer shall not permit any third party to perform any violation of this INTELLECTUAL PROPERTY AGREEMENT and shall be responsible for all damages and liabilities incurred as a result of such actions.

Customer acknowledges that in the event Customer or youth volunteers breach any provision contained in this paragraph, interest of Princeton Learning Experience International School (PLE) will be irreparably injured, the full extent of PLE's damages may be impossible to ascertain, and monetary damages will not be an adequate remedy. Customers agree that Princeton Learning Experience International School (PLE) will be entitled to enforce this agreement by an injunction or other legal or equitable relief in any court of its choice without the necessity of posting bond or security, in addition to its right to seek monetary damages or any other remedy.

Course Cancellation and Refund Policy

The registration fee is not refundable.

After the 2nd lesson of the course starts, PLE will not issue any refund of tuition for course cancellation.

The refund policy depends on each program and course since each one has a different situation, such as investment schedule and cost of each education program and course. Thanks for your understanding.

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All refunds will be processed through the same way PLE received the payment.



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