



**EXTEND 2024/2025**  
Enrollment Form/Tuition Contract  
Please print in block letters.  
Blue or black ink only.

For Office Use Only: Grade: _____ Date of Reg.: _____ Extend Plan: A B C Drop-in Days: _____
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Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Grade: \_\_\_\_\_

**STUDENT INFORMATION**

_____	_____	_____
Last Name	First Name	Gender
_____ / _____ / _____	_____ / _____ / _____	_____
Preferred Name	Birthdate (Month/Day/ Year)	Age (as of 09/01/2024)
_____	_____	_____
Street Address	City, State	Zip

**PARENT INFORMATION**

_____	_____
Mother's Name	Father's Name
_____	_____
Mother's Address	Father's Address
_____	_____
Mother's Employer	Father's Employer
_____	_____
Mother's Cell	Father's Cell
_____	_____
Mother's Business Phone	Father's Business Phone
_____	_____
Mother's Email Address	Father's Email Address
_____	_____
Mother's Home Phone	Father's Home Phone
_____	_____
_____	<u>Married</u> <u>Separated</u> <u>Divorced</u> Primary
Contact (list mother or father)	Please Circle One

**EMERGENCY CONTACT**

_____	_____	_____
Full Name	Phone Number	Email Address
THE GUTHRIE SCHOOL *	598 OLD CUSTER ROAD	ALLEN, TX 75013 *
	WWW.GUTHRIESCHOOL.COM	972-596-6929

## EXTEND PAYMENT INFORMATION

1. A \$325 Annual Registration Fee per student is required.
2. An Annual Supply Fee is required according to the Chart below.
3. All Tuition and Fees are non-refundable and non-transferable.

### PAYMENT PLANS

1. **ANNUAL PAYMENT:** EXTEND tuition is calculated annually and may be paid for in full.
2. **SEMESTER PAYMENT-** EXTEND tuition may be paid in 2 payments. (Fall and Spring Semesters)
3. **MONTHLY INSTALLMENTS:** EXTEND Tuition may be divided into 10 equal payments.
  - a. A credit card convenience fee of 3.5% will be added if paying by credit card
  - b. This requires a credit card or an account number on file that will automatically be charged every month.
  - c. Tuition is calculated annually. Although the number of days per month may vary, the tuition charged will remain the same.
  - d. Changing a contract- a contract can ONLY BE CHANGED ON THE FIRST OF THE MONTH. One Month's written notice prior to the first of the month the change will occur is required.

Parents: Please read the following information regarding the EXTEND program:

- Hours and Days: EXTEND runs from 2:45 PM-6:00 PM Monday through Friday
- Enrollment is subject to availability
- Changing a Contract- A contract can ONLY BE CHANGED ON THE FIRST OF THE MONTH. One month's written notice is required.
- Late Carpool Pickup: Guthrie School students who have not been picked up 10 minutes past their dismissal time will be sent to EXTEND. The \$15.00/hour rate will be charged to the parent.
- Late Afternoon Pickup: EXTEND ends at 6:00 PM. If a student has not been picked up by 6:05 PM, there will be a charge of \$25 and \$2.00 per minute to your account.
- The EXTEND program operates on all days that The Guthrie School is in session.
- If The Guthrie School closes due to inclement weather, the EXTEND program will not operate.
- As always, it is the aim of The Guthrie School to provide safe and responsible care for students after their school day.

Circle One	Description	Annual Tuition- Due Upon Enrollment	Annual Supply Fee- Due upon enrollment	Annual Registration Fee- Due upon enrollment
A	M - F	\$4,400	\$450	\$325
B	M, W, F	\$2600	\$275	\$325
C	T, TH	\$2000	\$200	\$325
Drop-In		\$15.00/hour	NA	\$325

**Early Bird Discount:** SIGN UP AND PAY IN FULL NO LATER THAN May 12th, 2024 TO RECEIVE 50% OFF REGISTRATION AND SUPPLY FEES. *The Early Bird Discount does not apply to Drop-in students.*

My child will participate in the EXTEND program as indicated above. I understand that the EXTEND program ends promptly at 6:00PM. I authorize the Guthrie school to charge my account accordingly.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Payment (please check one): \_\_\_\_\_ Annual Payment/ \_\_\_\_\_ Semester Payment (Fall and Spring)/ \_\_\_\_\_ 10 Equal Installments \*

**This is a legally binding contract. Read it carefully.**

This Enrollment and Tuition Contract ("Agreement") is made between the Guthrie School ("School") and the parents/guardians ("Parent," which term includes the singular or plural, as applicable) of the Student named above ("Student"). Parent understands that all persons responsible for paying any of the amounts due under this Agreement must execute the Agreement and that all such persons are jointly and severally liable for the amounts due as set forth herein.

**1. Educational Services:** The Guthrie School agrees to provide educational services to Student for the academic year 2024-2025 (August 2024 through May 2025) unless the Student is removed, voluntarily or involuntarily for any reason, including but not limited to the Student being withdrawn, absent, changing residence, health, expulsion, etc. The Guthrie School is not a daycare or childcare facility. The Guthrie School may deliver educational services through whatever means or platforms, including but not limited to distance learning (online) as the Guthrie School deems appropriate in its sole discretion. The Guthrie School does not discriminate in the administration of its admission and education policies on the basis of race, color, religion, sexual orientation, or national or ethnic origin.

**2. Enrollment:** Student will be enrolled for the 2024-2025 academic year in the program specified above. This Agreement is valid only for the academic year stated and does not entitle Student to any future enrollment.

**3. Tuition:** Upon enrollment, tuition fees are due for the entire academic year. Tuition is not prorated for any reason, including but not limited to absences, illnesses, vacations, holidays, or withdrawal. Tuition payments may be made with credit cards with an additional 3.5 % processing fee. Fees are due according to the payment plan selected at the time of enrollment. All tuition payments are non-refundable. Parent acknowledges, understands, and agrees that the overhead expenses of the School do not diminish with the departure of some students who have enrolled and that it is impossible for the School to determine at the time of the execution of this Agreement the damages and losses to the School that would occur due to the cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Agreement is entered as indicated by Parent's signature, Parent becomes liable for the full tuition from the date of enrollment through the end of the academic year, even if Student is withdrawn, absent, or is involuntarily separated from the School. No Student records will be released from the School until all tuition and fee payments are paid in full. All tuition and fee payments are non-refundable and non-transferable.

**4. Tuition Plan Options:**

Circle One	Description	Tuition- Due Upon Enrollment	Supply Fee- Due upon enrollment	Registration Fee- Due upon enrollment
A	M- F	\$4400	\$450	\$325
B	M, W, F	\$2600	\$275	\$325
C	T,Th	\$2000	\$200	\$325
Drop-in	Drop-in	\$15/hr	NA	\$325

**5. School Rules:** Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, traditions, and financial terms contained in the Parent Handbook and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines.

**6. Termination of Student's Attendance:** The School has the right to suspend or terminate the attendance of Student for reasons set forth in this Agreement, for reasons set forth in the Parent Handbook (or other published document), for reasons that the School administration considers detrimental to the School community, Student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).

**7. Transcripts/Records:** All accounts must be paid in full before records and/or transcripts can be released or transferred to other schools. Student will not be allowed to continue to participate in classes, sit for exams, or attend any other program or activities unless tuition and fees are paid by stated deadlines. The School shall have the right to take such legal action as it may deem appropriate to collect all amounts which are not paid when due. In

the event that the School takes legal action to enforce the terms of this Agreement, Parent shall be responsible for all costs, including reasonable attorneys' fees and costs (whether incurred before, during, or after the filing of the lawsuit).

**8. School/Family Cooperation:** A positive and constructive relationship between the School and Family (including Student, Parent, and other person associated with them) is essential to the School's educational purpose and responsibilities to its students. If any Family members engage in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or is in disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purposes or programs, the School reserves the right to dismiss the Family from the School community.

**9. Consent to Background Check:** Parent agrees to submit to a criminal background check at any time during the enrollment of their Student if requested by the School.

**10. Release of Student Records:** Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds School harmless from any liability stemming from the use, disclosure, or release of Student's records or information.

**11. Hold Harmless:** In consideration for acceptance and enrollment of Student, Parent hereby agrees to release, waive, discharge and covenant not to sue the Guthrie School, its officers, servants, agents, or employees from any and all liability, claims, demands, actions and causes of action arising from this Agreement.

**12. Governing Law/Venue/Jurisdiction:** This Agreement shall be governed by the laws of the State of Texas. In the event of a dispute regarding this Agreement, Parent and School agree they will first try to resolve the dispute informally through non-binding mediation and will bear the costs of any such mediation equally. In the event of litigation, the venue of any action hereunder shall lie exclusively within the District Court of Collin County, Texas, the parties hereto consent to personal jurisdiction.

**13. Force Majeure:** The School's duties and obligations under this Agreement shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to any fire, flood, tornado, act of God, hurricane, war (declared or undeclared), governmental action, act of terrorism, strikes or other labor disturbances, equipment failure, delays in transportation, the unavailability of any facilities used to provide services, epidemic, pandemic, environmental hazard, accident, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Agreement will be postponed or (at the School's sole discretion) offered through an alternative delivery method (such as distance learning, online) until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of tuition paid or owed.

**14. Domestic and Child Custody Disputes:** Parents understand and agree that the School's primary purpose is to provide educational opportunities to the students and that it is disruptive for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents, and that the School often must pay for legal fees and costs associated with such involvement. Therefore, Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of Parent's domestic legal disputes, including but not limited to parental disagreements about Student's education or placement; divorce proceedings; and/or suits affecting the parent-child relationship (i.e. custody). Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with Parent or Parent's counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expenses. Parent agrees to reimburse School for such fees/costs within three (3) days of School billing Parent for such expenses. Any dispute between Parents regarding which parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. Parent's failure to pay such fees/costs promptly will result in dismissal of Student from the School.

**15. Authority/Entire Agreement:** Each party represents and warrants (1) that it has full power to enter into and perform its obligations under this Agreement; and (2) that this Agreement constitutes a legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as an agent for the other. No oral modifications to this Agreement will be recognized or accepted. This Agreement sets forth the entire understanding of the parties and merges and supersedes all prior and contemporaneous oral understandings of the parties. There have been no representations or warranties made by any party other than the representations and warranties, if any, contained herein.

Agreed:

Parent Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HEALTH AND MEDICAL

Insurance Company	Phone Number	Group Policy #
Covered or Responsible Party	Doctor Name	Doctor Phone
Doctor's Address	Preferred Hospital	

### IMPORTANT HEALTH INFORMATION- ALLERGIES

Please list health conditions, allergies (food, drug, and reactions, etc.) and hospitalizations in the last 12 months. List any medications prescribed for long-term use. A written note signed and dated by a healthcare professional is required confirmation for food and/or drug allergies. If there are **none**, please write N/A.

_____	_____	_____
_____	_____	_____

### Medical Waiver

I certify that my child is in good physical health. I understand that I am responsible to pay for all emergency treatment expenses. I further understand that The Guthrie School has no provisions for expenses incurred carrying out emergency procedures and/or emergency transportation on behalf of participants. By signing this document, the parent and/or legal guardian releases The Guthrie School and all affiliated from any and all claims resulting from the injury of the above student(s) or the loss of property of the above named while participating in any activity connected with The Guthrie School.

I hereby release, discharge, indemnify, agree to hold harmless, and covenant not to sue The Guthrie School, its administrators, directors, volunteers, advertisers, owners, and lessees of premises on which activities are conducted, from any and all liability, claims, or demands arising from my child's participation in The Guthrie School programs. In case of emergency, I understand that The Guthrie School will make every reasonable effort to contact parents or emergency contacts. I hereby give The Guthrie School permission to secure a licensed healthcare practitioner to ensure proper treatment, including but not limited to: hospitalization, anesthetics, surgery, or injections of medication for my child.

I have read, understood, and agreed to the above statements.

Printed Name of Parent of Guardian	Signature of Parent or Guardian	Date
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### Persons Approved for Pick Up

Full Name	Phone Number	Relationship to Student
_____	_____	_____
Full Name	Phone Number	Relationship to Student
_____	_____	_____
Full Name	Phone Number	Relationship to Student
_____	_____	_____

## Health Admission Information

Dear Parent,

The state of Texas requires each student attending The Guthrie School or a Guthrie program to have 3 pieces of information on file at our main location, and these are needed for the child to be considered enrolled. This includes students in The Guthrie School, Guthrie EXTEND, Guthrie Enrichment, or Summer at Guthrie.

1. **Current Immunization Record**
2. **Hearing and Vision Screening**
  - a. **Public School Students:** see **Part 1** b. **Private School Students:** See **Part 2**
  - c. **The Guthrie School Students:** If this document is not on file by the date of admission, parents are required to pay for hearing and vision screening provided by The Guthrie School unless a student's age prohibits it. The screening will be done at The Guthrie School.
3. **Document of a Physical:** A written statement, from a licensed Healthcare Professional who has examined the child within the past year, indicating the child is able to take part in the program which he/she is enrolled.

### REQUIRED INFORMATION FOR ALL STUDENTS

My child \_\_\_\_\_ attends the following school in the state of Texas.

Name of School: \_\_\_\_\_

School's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School's Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ -- \_\_\_\_\_

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### Part 1

CHECK ALL THREE DOCUMENTS IF THE CHILD ATTENDS A PUBLIC SCHOOL.

\_\_\_\_\_ My child's **IMMUNIZATION RECORD** is on file at the school and all required immunizations and/or tuberculosis tests are current.

\_\_\_\_\_ **Vision and hearing screening** are also on file.

\_\_\_\_\_ **Documentation of a physical** is on file.

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### Part 2

CHECK ALL THREE DOCUMENTS IF THE CHILD ATTENDS THE GUTHRIE SCHOOL OR ANOTHER PRIVATE SCHOOL.

\_\_\_\_\_ My child's **IMMUNIZATION RECORD** is on file at the school and all required immunizations and/or tuberculosis tests are current and documentation has been provided to THE GUTHRIE SCHOOL.

\_\_\_\_\_ **Vision and hearing screening** are also on file AT THE GUTHRIE SCHOOL.

\_\_\_\_\_ **Documentation of a physical** is on file at THE GUTHRIE SCHOOL.

## Policy and Procedures

For participation in our private school, it is required that parents registering their children review the following school policies. Parents must sign this agreement acknowledging understanding and acceptance of these terms.

**BEHAVIOR POLICY:** The Guthrie school reserves the right to discontinue services for behaviors that are disruptive, violent, or otherwise unsafe. Behaviors that disturb the operation of the school or pose a safety risk will result in dismissal. This policy covers the behavior of children as well as the behavior of parents and any related adults. All members of the Guthrie School community are expected to support a good learning environment, treat others with respect, treat all personal property with respect, and take personal responsibility for their actions.

**HEALTH FORMS:** Health forms must be current and on file before children are permitted to attend the Extend Program. The Guthrie School requires a signed immunization form as well as a school physical. Should any changes in a student's health occur, parents are responsible for providing an updated physical (completed by a Licensed Health Professional) to the school.

**ILLNESS:** Students must be fever and vomit free for **24-hours** before they will be permitted to attend the Extend Program. For illnesses resulting in absences in excess of two days, a doctor's note is required to return.

**FOOD & SNACKS:** Students may not bring candy, chewing gum, or junk foods. **The Guthrie School is nut and shell-fish free.**

### **DRESS CODE-**

**Students:** Proper dress and decorum is expected of students at all times. Students are also required to wear appropriate under and outer-garments at all times.

**Enrichment and EXTEND:** Students attending Enrichment and EXTEND programs must be appropriately clothed for the activities in which they are participating. Clothes must be clean, well-fitting, and school appropriate. Students are responsible for bringing any changes of clothes that might be necessary as well as wearing any appropriate under/outer garments.

**PERSONAL POSSESSIONS:** Children are not permitted to bring toys, cell phones, iPods, iPads, or other items that may provide distraction during school. The Guthrie School is not responsible for lost or stolen goods.

**MEDICATIONS:** The Guthrie School is not responsible for administering any daily medications. Students with non-emergency medication needs will be considered on an individual basis. All medicines (inhalers, Epi pens, etc.) should be given to the office in the original container labeled with the child's first and last name. All medications must be current. In the event they expire, they will need to be replaced. **Parents must complete a form for the office. A parent or guardian must "check-in" the medicine with an office administrator and may not send medicine to school in a child's backpack.**

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Discipline and Guidance Policy

Student Name: \_\_\_\_\_

- A. Discipline must be:
1. Individualized and consistent for each child;
  2. Appropriate to the child's level of understanding, and;
  3. Directed toward teaching the child acceptable behavior and self-control.
- B. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
1. Using praise and encouragement of good behavior instead of only focusing on unacceptable behavior.
  2. Reminding a child of behavior expectations daily by using clear, positive statements;
  3. Redirecting behavior using positive statements; and
  4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- C. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
1. Corporal punishment or threats of corporal punishment;
  2. Punishment associated with food, naps, or toilet training;
  3. Pinching, shaking, or biting a child;
  4. Hitting a child with a hand or instrument;
  5. Putting anything in or on a child's mouth;
  6. Humiliating, ridiculing, rejecting, or yelling at a child;
  7. Subjecting a child to harsh, abusive, or profane language;
  8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  9. Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check one Please:

\_\_\_\_\_ Parent (Please print name here \_\_\_\_\_)

\_\_\_\_\_ Employee / Caregiver

\_\_\_\_\_ Household member of child-care home

Transportation Release

THIS IS A RELEASE OF LEGAL RIGHTS. PLEASE READ CAREFULLY BEFORE SIGNING.

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_ ("my child"), a student at

The Guthrie School. I give my express permission and consent for my child to travel to and from

\_\_\_\_\_ (Name of School) to participate in its after-school extension program called EXTEND.

For and inconsideration of my child being provided transportation to and enrollment in the EXTEND program, I hereby freely and voluntarily without duress, make the following agreements and representations:

- A. MEDICAL INSURANCE: I hereby represent and warrant that my child is and will be covered throughout the EXTEND program by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses my child may sustain or experience during transportation to or from and/or during participation in the EXTEND program. Further, I RELEASE, WAIVE, DISCHARGE, and COVENANT NOT TO SUE, AND I AGREE TO HOLD HARMLESS The Guthrie School of all responsibility and liability for any injuries (including death), illnesses, claims, damages, charges, bills, and/or expenses I or my child may incur while being transported to or from the EXTEND Program. I represent that my child does not have any physical or mental condition that may require special medical attention or accommodation during transport to or from the EXTEND program.
B. TERMINATION FROM EXTEND: If my child's conduct violates any policy or procedure of The Guthrie School, or is incompatible with interests, harmony, comfort, and welfare of other trip participants, I understand that my child may be immediately required to leave and end participation with and in the EXTEND program.
C. RELEASE: For and in consideration of being included in the EXTEND program and transportation thereto, I hereby freely and voluntarily, without duress, execute this RELEASE under the following terms:
a. GENERAL WAIVER AND RELEASE: I release and forever discharge and hold harmless The Guthrie School and its affiliated organizations, directors, officers, employees (including drivers), agents, vendors, and their successors and assigns, from any and all liability, claims, and demands of whatever kinds or nature whatsoever, either in law or in equity, for damages to loss or destruction of property, including personal effects, or injury, sickness, or death that my child may suffer or for which I or my child may be liable to another person, which may now or hereinafter arise out of, result from, or In any way be connected with my child's transportation to or from and participation in the EXTEND program and related activities, whether such liability, claims, or demands result from transportation or otherwise. I understand and acknowledge that this Release discharges The Guthrie School from any liability or claim against it with respect to bodily injury, personal injury, illness, death, monetary loss, or property damage that may result from my child's transportation to or from the EXTEND program.
b. MEDICAL TREATMENT: I hereby release and forever discharge The Guthrie School from any claim whatsoever that arises or may hereafter arise on account of any medical, first-aid, and/or other health services rendered to my child in connection with an emergency or health problem during transportation by an employee, vendor, or contractor of The Guthrie School.
c. ASSUMPTION OF RISK: I understand that The Guthrie School's provision of transportation to or from the EXTEND program may include activities and circumstances that may be hazardous to my child, including, but not limited to the transport itself, and other inherent dangers. I understand and agree to assume all of these risks, including the risk of my child.

I HEREBY EXPRESSLY AND SPECIFICALLY ASSUME THE RISK OF INJURY OR HARM TO MY CHILD IN THESE CIRCUMSTANCES AND RELEASE THE GUTHRIE SCHOOL FROM ALL LIABILITY FOR INJURY, ILLNESS, DEATH, MONETARY LOSS, OR PROPERTY DAMAGE RESULTING FROM SUCH CIRCUMSTANCES DURING MY CHILD'S TRANSPORTATION TO OR FROM AND PARTICIPATION IN THE EXTEND PROGRAM.

- d. **INDEMNIFICATION:** I agree to indemnify and hold harmless The Guthrie School from any and all actions, causes of action, judgements, costs, expenses, claims or demands, of every kind and character (including reasonable attorney's fees) arising from the child's transportation to or from the extend program.

In signing this document, I hereby acknowledge that I have carefully read this entire Assumption of Risk and Release For, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I agree to comply with all provisions of this Release. I have been given the opportunity to ask questions, have asked those questions, and have been satisfied with the responses. I have had the opportunity to confer with legal counsel of my own choosing. I understand the terms herein are not a mere recital; and that I have signed this document knowingly and as my own free act.

**Date:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_