

DIGITAL WORKSHOP CENTER PAYMENT AGREEMENT

This Payment Agreement ("Agreement") is effective 2/16/2022 (Date).

This Payment Agreement is associated with estimate number [REDACTED]

Between: The Fort Collins Digital Workshop LLC, dba Digital Workshop Center ("Workshop"), a Colorado limited liability company with its office located at 324 Remington St. Suite 110 Fort Collins, CO 80524;

And Name: [REDACTED] ("Student")

Social Security Number: [REDACTED] _____

Address: [REDACTED] _____

[REDACTED] _____

an individual student of Workshop;

For good and valuable consideration, the receipt and legal sufficiency of which are hereby expressly acknowledged, the parties hereto agree as follows:

1. Program/Class Selection. Certification Program and Class financing for Certification Programs and Classes offered by Workshop is offered to Student as an alternative to paying the entire fee up front, and Student seeks to enroll in the programs and terms as follows (check all that apply):

- Advanced Graphic Design
- Business Administration
- Data Science
- Digital Photography
- Fundamental Digital Marketing
- Frontend Web Development
- Fundamental Video Design
- Project Management
- Other

For a full description of what is included in each Certification Program or Class, please reference course description materials available from Workshop and Workshop website. Student agrees to all terms and conditions of enrollment and requirements of the Certification Program that may be separate from this Agreement.

Student Initial [REDACTED]

[REDACTED]

2. Administrative Fees. A one-time administrative setup fee in the amount of seventy-five dollars (\$75) will be due concurrently with the first payment is made.

Once this Agreement is executed, if any adjustments to Agreement are requested from Student, an additional administrative fee of twenty-five dollars (\$25) will be due to Workshop.

3. Payments. Pursuant to the selection(s) made in paragraph 1, Student will make the following payments to Workshop:

\$75.00 Administrative fee for initial payment plan setup.

\$147.50 Amount of payments due in advance of or on the 21st of each of the months of February 2022 through July 2023 (ending month, year).

\$2,655.05 Total amount paid under Agreement if all payments made on time.

If all payments are made on time, Student's last payment will be made on the 21st of July 2023 (the "Termination Date").

Payment will be made via recurring monthly debit/credit card billing. All major credit cards accepted.

Once this Agreement is executed, additional class discount offers are not eligible for application retroactively.

4. Late Fees. If any payment from Student is not received within 30 days of the due date, Student shall be assessed a late charge of \$50 ("Late Fee") and Workshop may deny future enrollment to Student until account is brought current. A Late Fee will be assessed for each subsequent 30 day period for which the amount remains outstanding (i.e. first on the 31st day, then on the 61st day, and 91st day past due). If Student has outstanding amounts that are 120 days or more past due, Workshop may, without further notice to Student, seek any and all remedies available to it at law or equity including, but not limited to, terminating this Agreement and Student's enrollment and expelling Student from the Certification Program and all classes (current and future), sending the account to collections and/or taking the matter to court.

5. Term and Class Termination.

a. If all payments are made on time, Student's payment obligation(s) under this Agreement shall terminate upon the Termination Date listed above, unless sooner terminated pursuant to paragraphs 4(b) or 4(c).

b. Workshop's obligation to provide services under this Agreement shall terminate upon the earlier of (i) Student's completion of the Certification Program(s) or Class(es) indicated above or (ii) one year from the earlier of the date of this Agreement or the date Student begins class. This is consistent with Workshop policy that Students complete all requirements of a Certification Program within one year from the date the Student first attends a class. However, Workshop's obligation to provide services under this paragraph is subject to any earlier suspended or termination of services under paragraph 3 above.

Student Initial _____

- c. Student may terminate (“cancel”) and/or reschedule his/her class registration. Student’s cancellation/rescheduling of class registration(s) after Student has registered for such class(es) is subject to Workshop’s refund policy, found in the Terms and Conditions, then in effect. Termination of class registration does not terminate Student’s payment obligation(s) under this Agreement.

6. Early Agreement Termination. Student may terminate (“cancel”) the Agreement early under the following terms. The right to terminate the Agreement early outside of these terms resides with Workshop and will be determined by the Training Director.

- a. Per paragraph 3, Student is obligated to pay Workshop 75% of the remaining balance of Agreement due at the time of notification to Workshop plus an administrative fee of twenty-five dollars (\$25).
- b. Intent to cancel Agreement must be submitted in writing as outlined in paragraph 14.
- c. Student’s cancellation/rescheduling of class registration(s) after Student has registered for such class(es) is subject to Workshop’s refund policy, found in the Terms and Conditions, then in effect.
- d. Terminating this Agreement makes Student ineligible to register for any further classes included in the training program selected in paragraph 1.

7. Other Form. This Agreement is made in conjunction with Student’s other enrollment forms, Terms & Conditions, other policies and procedures and requirements of Workshop, invoice(s) and any other required forms to be filled out and/or signed by Student (“Other Forms”). This Agreement shall be construed in conjunction with the Other Forms. If there is a conflict between the terms of any Other Forms and this Agreement, the terms of this Agreement shall prevail; provided however, this Agreement shall at all times be subject to the Terms & Conditions of enrollment then in effect.

8. Additional Fees. If Student incurs additional fees for cancellation or re-scheduling, such fee will be billed immediately and considered added to Student’s next due payment.

9. Enrollment Responsibility. After the initial payment is received and recurring payment information is provided to Workshop, it is Student’s responsibility to register for each course online following the registration instructions provided by Workshop staff.

10. Terms and Conditions. At the time of this Agreement, Workshop has Terms and Conditions in effect. Such Terms and Conditions in effect at the time of this Agreement are attached hereto in Appendix A and incorporated herein, as amended from time to time. Workshop’s Terms and Conditions are subject to change upon 30 days advance notice, such notice being fulfilled if given pursuant to paragraph 12 or if posted on Workshop’s website.

11. Assignments and Successors. Neither party hereto may assign this Agreement or any rights hereunder to any other person without the prior written consent of the other party hereto. The Agreement shall be binding upon and inure to the benefit of the successors of the parties hereto.

12. Waiver of Breach. The failure of any party hereto to enforce at any times any of the provisions of this Agreement shall in no way be construed to constitute a waiver of any such

Student Initial _____

provision nor in any way to affect the validity of this Agreement or any part hereof, including the right of any party thereafter to enforce each and every provision. The waiver by any party to this Agreement of any breach or violation of any provision the Agreement by the other party hereto shall not operate or be construed to be a waiver of any subsequent breach or violation thereof.

13. Severability. The terms and conditions of this Agreement are severable, and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity and enforceability of the other provisions hereof.

14. Notices. Any notices contemplated by or required or permitted to be given under this Agreement shall be in writing and (a) delivered personally, (b) sent by next day or overnight courier or (c) mailed by registered or certified mail, return receipt requested postage prepaid to the above-mentioned addressed of the parties. Such notices, requests and other communications sent as provided hereinabove shall be effective upon receipt when personally delivered, the next business day if sent by next day or overnight courier, and upon the date received as evidence by the recipient's signature on the return receipt if sent by certified mail, return receipt requested.

15. Choice of Law. This Agreement shall in all respects be governed and construed in accordance with the laws of the State of Colorado

16. Construction; Entire Agreement; Amendments. This Agreement may be executed in counterparts. Facsimile or scanned copies of original signatures shall be considered as original signatures for purposes of this Agreement. This Agreement was prepared as a result of negotiation and mutual agreement between the parties hereto; neither this Agreement nor any provision hereof shall be construed against either party hereto as the party who prepared this Agreement or any such provision. This Agreement reflects the complete understanding of the parties as of the date hereof and constitutes their entire agreement regarding the subject matter hereof; all prior negotiations, representations and statements have been merged herein. This agreement may be amended only by a written agreement between the parties hereto.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated above.


WORKSHOP

Stu Crair, Owner

_____|_____|_____|_____|_____|_____|

Date: 2/21/2022

STUDENT

_____  _____

Printed Name

Date: 02 / 18 / 2022

Student Initial_ 



Estimate

Date	Estimate #
2/16/2022	█

Phone #	970-980-8091
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E-mail	info@digitalworkshopcenter.com
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Web Site	http://www.digitalworkshopcenter.com
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Name / Address
█

Job / Student Name

Description	Qty	Rate	Total
<p>IMPORTANT: The upcoming class schedules listed below are not binding. Certificate programs allow 1 year to be completed and each program class is offered multiple times a year. See website for all available class schedules.</p> <p>ADVANCED GRAPHIC DESIGN CERTIFICATE:</p>			
Introduction to Design Fundamentals - Online DF - Session 1 Tue, Feb 22 05:00 pm MST - Tue, Feb 22 08:30 pm MST DF - Session 2 Thu, Feb 24 05:00 pm MST - Thu, Feb 24 08:30 pm MST	1	289.00	289.00
Adobe Photoshop Level 1 - Online PS1- Session 1 Tue, Mar 01 05:00 pm MST - Tue, Mar 01 08:30 pm MST PS1 - Session 2 Thu, Mar 03 05:00 pm MST - Thu, Mar 03 08:30 pm MST PS1 - Session 3 Tue, Mar 08 05:00 pm MST - Tue, Mar 08 08:30 pm MST PS1 - Session 4 Thu, Mar 10 05:00 pm MST - Thu, Mar 10 08:30 pm MST	1	795.00	795.00
Adobe Photoshop Level 2 - Online PS2 - Session 1 Tue, Mar 22 05:00 pm MDT - Tue, Mar 22 08:30 pm MDT PS2 - Session 2 Thu, Mar 24 05:00 pm MDT - Thu, Mar 24 08:30 pm MDT PS2 - Session 3 Tue, Mar 29 05:00 pm MDT - Tue, Mar 29 08:30 pm MDT PS2 - Session 4 Thu, Mar 31 05:00 pm MDT - Thu, Mar 31 08:30 pm MDT	1	795.00	795.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total





Estimate

Date	Estimate #
2/16/2022	█

Phone #	970-980-8091
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E-mail	info@digitalworkshopcenter.com
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Web Site	http://www.digitalworkshopcenter.com
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Name / Address
█

Job / Student Name

Description	Qty	Rate	Total
Adobe InDesign Level 1 - Online ID1 - Session 1 Mon, Apr 04 05:00 pm MDT - Mon, Apr 04 08:30 pm MDT ID1 - Session 2 Wed, Apr 06 05:00 pm MDT - Wed, Apr 06 08:30 pm MDT ID1 - Session 3 Mon, Apr 11 05:00 pm MDT - Mon, Apr 11 08:30 pm MDT ID1 - Session 4 Wed, Apr 13 05:00 pm MDT - Wed, Apr 13 08:30 pm MDT	1	795.00	795.00
Adobe InDesign Level 2 - Online ID2 - Session 1 Mon, Apr 18 05:00 pm MDT - Mon, Apr 18 08:30 pm MDT ID2 - Session 2 Wed, Apr 20 05:00 pm MDT - Wed, Apr 20 08:30 pm MDT ID2 - Session 3 Mon, Apr 25 05:00 pm MDT - Mon, Apr 25 08:30 pm MDT ID2 - Session 4 Wed, Apr 27 05:00 pm MDT - Wed, Apr 27 08:30 pm MDT	1	795.00	795.00
Adobe Illustrator Level 1 - Online AI1 - Session 1 Tue, May 10 05:00 pm MDT - Tue, May 10 08:30 pm MDT AI1 - Session 2 Thu, May 12 05:00 pm MDT - Thu, May 12 08:30 pm MDT AI1 - Session 3 Tue, May 17 05:00 pm MDT - Tue, May 17 08:30 pm MDT AI1 - Session 4 Thu, May 19 05:00 pm MDT - Thu, May 19 08:30 pm MDT	1	795.00	795.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total





Estimate

Date	Estimate #
2/16/2022	█

Phone #	970-980-8091
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E-mail	info@digitalworkshopcenter.com
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Web Site	http://www.digitalworkshopcenter.com
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Name / Address
█

Job / Student Name

Description	Qty	Rate	Total
Adobe Illustrator Level 2 - Online AI2 - Session 1 Tue, Jun 07 05:00 pm MDT - Tue, Jun 07 08:30 pm MDT AI2 - Session 2 Thu, Jun 09 05:00 pm MDT - Thu, Jun 09 08:30 pm MDT AI2 - Session 3 Tue, Jun 14 05:00 pm MDT - Tue, Jun 14 08:30 pm MDT AI2 - Session 4 Thu, Jun 16 05:00 pm MDT - Thu, Jun 16 08:30 pm MDT		795.00	795.00
Program Subtotal			5,059.00
Program Discount (5% off)		-5.00%	-252.95
Advanced Graphic Design Certificate - Online			4,806.05
Capstone Project -Maximum of 5 weeks to complete -Includes 4 hours with an instructor (four 1hr meetings) -Schedule TBD once program classes complete		349.00	349.00
Women and Tech Scholarship - \$2500		-2,500.00	-2,500.00
Administrative Fee: Payment Plan	1	75.00	75.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total

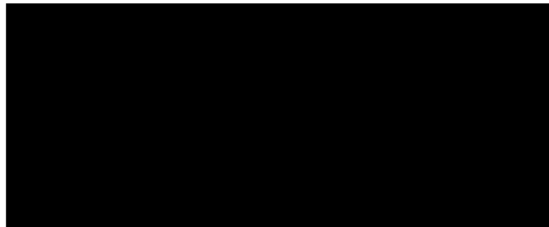
\$2,730.05

TITLE	Payment Agreement
FILE NAME	[REDACTED]
DOCUMENT ID	[REDACTED]
AUDIT TRAIL DATE FORMAT	[REDACTED]
STATUS	● [REDACTED]

Document History

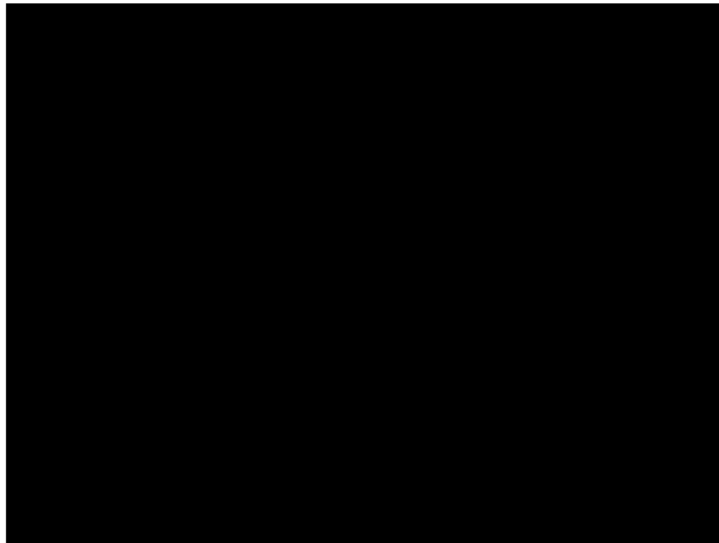


02 / 16 / 2022
22:45:14 UTC



VIEWED

02 / 16 / 2022
23:22:23 UTC



SIGNED

02 / 18 / 2022
17:21:16 UTC



COMPLETED

02 / 18 / 2022
17:21:16 UTC

DIGITAL WORKSHOP CENTER PAYMENT AGREEMENT

This Payment Agreement ("Agreement") is effective 6/23/2021 (Date).

This Payment Agreement is associated with estimate number 1565.

Between: The Fort Collins Digital Workshop LLC, dba Digital Workshop Center ("Workshop"), a Colorado limited liability company with its office located at 324 Remington St. Suite 110 Fort Collins, CO 80524;

And Name: [REDACTED] ("Student")

Social Security Number: [REDACTED]-----

[REDACTED]

an individual student of Workshop;

For good and valuable consideration, the receipt and legal sufficiency of which are hereby expressly acknowledged, the parties hereto agree as follows:

1. Program/Class Selection. Certification Program and Class financing for Certification Programs and Classes offered by Workshop is offered to Student as an alternative to paying the entire fee up front, and Student seeks to enroll in the programs and terms as follows (check all that apply):

- ___ Advanced Graphic Design
- ___ Business Administration
- ___ Data Science
- ___ Digital Photography
- _X_ Digital Marketing
- ___ Frontend Web Development
- ___ Fundamental Video Design
- ___ Project Management
- ___ Other

For a full description of what is included in each Certification Program or Class, please reference course description materials available from Workshop and Workshop website. Student agrees to all terms and conditions of enrollment and requirements of the Certification Program that may be separate from this Agreement.

2. Administrative Fees. A one-time administrative setup fee in the amount of seventy-five dollars (\$75) will be due concurrently with the first payment is made.

Student Initial [REDACTED]

[REDACTED]

Once this Agreement is executed, if any adjustments to Agreement are requested from Student, an additional administrative fee of twenty-five dollars (\$25) will be due to Workshop.

3. Payments. Pursuant to the selection(s) made in paragraph 1, Student will make the following payments to Workshop:

- \$75.00 Administrative fee for initial payment plan setup.
- \$195.38 Amount of payments due in advance of or on the 25th of each of the months of June 2021 through May 2023 (ending month, year).
- \$4,689.00 Total amount paid under Agreement if all payments made on time.

If all payments are made on time, Student's last payment will be made on the 25th of May 2023 (the "Termination Date").

Payment will be **made via recurring monthly debit/credit card billing**. All major credit cards accepted.

Once this Agreement is executed, additional class discount offers are not eligible for application retroactively.

4. Late Fees. If any payment from Student is not received within 30 days of the due date, Student shall be assessed a late charge of the lesser of: 5% of the late amount, or \$15 ("Late Fee") and Workshop may deny future enrollment to Student until account is brought current. A Late Fee will be assessed for each subsequent 30 day period for which the amount remains outstanding (i.e. first on the 31st day, then on the 61st day, and 91st day past due). If Student has outstanding amounts that are 120 days or more past due, Workshop may, without further notice to Student, seek any and all remedies available to it at law or equity including, but not limited to, terminating this Agreement and Student's enrollment and expelling Student from the Certification Program and all classes (current and future), sending the account to collections and/or taking the matter to court.

5. Term and Class Termination.

- a. If all payments are made on time, Student's payment obligation(s) under this Agreement shall terminate upon the Termination Date listed above, unless sooner terminated pursuant to paragraphs 4(b) or 4(c).
- b. Workshop's obligation to provide services under this Agreement shall terminate upon the earlier of (i) Student's completion of the Certification Program(s) or Class(es) indicated above or (ii) one year from the earlier of the date of this Agreement or the date Student begins class. This is consistent with Workshop policy that Students complete all requirements of a Certification Program within one year from the date the Student first attends a class. However, Workshop's obligation to provide services under this paragraph is subject to any earlier suspended or termination of services under paragraph 3 above.
- c. Student may terminate ("cancel") and/or reschedule his/her class registration. Student's cancellation/rescheduling of class registration(s) after Student has registered for such class(es) is subject to Workshop's refund policy, found in the Terms and Conditions, then in effect. Termination of class registration does not terminate Student's payment obligation(s) under this Agreement.

Student Initial ___

6. Early Agreement Termination. Student may terminate ("cancel") the Agreement early under the following terms. The right to terminate the Agreement early outside of these terms resides with Workshop and will be determined by the Training Director.

- a. Per paragraph 3, Student is obligated to pay Workshop 75% of the remaining balance of Agreement due at the time of notification to Workshop plus an administrative fee of twenty-five dollars (\$25).
- b. Intent to cancel Agreement must be submitted in writing as outlined in paragraph 14.
- c. Student's cancellation/rescheduling of class registration(s) after Student has registered for such class(es) is subject to Workshop's refund policy, found in the Terms and Conditions, then in effect.
- d. Terminating this Agreement makes Student ineligible to register for any further classes included in the training program selected in paragraph 1.

7. Other Form. This Agreement is made in conjunction with Student's other enrollment forms, Terms & Conditions, other policies and procedures and requirements of Workshop, invoice(s) and any other required forms to be filled out and/or signed by Student ("Other Forms"). This Agreement shall be construed in conjunction with the Other Forms. If there is a conflict between the terms of any Other Forms and this Agreement, the terms of this Agreement shall prevail; provided however, this Agreement shall at all times be subject to the Terms & Conditions of enrollment then in effect.

8. Additional Fees. If Student incurs additional fees for cancellation or re-scheduling, such fee will be billed immediately and considered added to Student's next due payment.

9. Enrollment Responsibility. After the initial payment is received and recurring payment information is provided to Workshop, it is Student's responsibility to register for each course online following the registration instructions provided by Workshop staff.

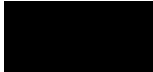
10. Terms and Conditions. At the time of this Agreement, Workshop has Terms and Conditions in effect. Such Terms and Conditions in effect at the time of this Agreement are attached hereto in Appendix A and incorporated herein, as amended from time to time. Workshop's Terms and Conditions are subject to change upon 30 days advance notice, such notice being fulfilled if given pursuant to paragraph 12 or if posted on Workshop's website.

11. Assignments and Successors. Neither party hereto may assign this Agreement or any rights hereunder to any other person without the prior written consent of the other party hereto. The Agreement shall be binding upon and inure to the benefit of the successors of the parties hereto.

12. Waiver of Breach. The failure of any party hereto to enforce at any times any of the provisions of this Agreement shall in no way be construed to constitute a waiver of any such provision nor in any way to affect the validity of this Agreement or any part hereof, including the right of any party thereafter to enforce each and every provision. The waiver by any party to this Agreement of any breach or violation of any provision the Agreement by the other party hereto shall not operate or be construed to be a waiver of any subsequent breach or violation thereof.

13. Severability. The terms and conditions of this Agreement are severable, and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity and enforceability of the other provisions hereof.

14. Notices. Any notices contemplated by or required or permitted to be given under this Agreement shall be in writing and (a) delivered personally, (b) sent by next day or overnight

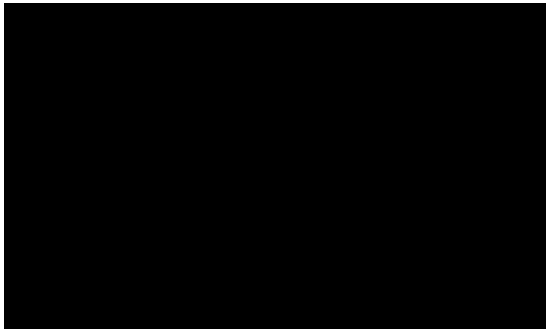
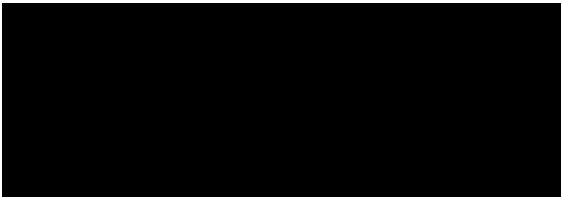
Student Initial__ 

courier or (c) mailed by registered or certified mail, return receipt requested postage prepaid to the above-mentioned addressed of the parties. Such notices, requests and other communications sent as provided hereinabove shall be effective upon receipt when personally delivered, the next business day if sent by next day or overnight courier, and upon the date received as evidence by the recipient's signature on the return receipt if sent by certified mail, return receipt requested.

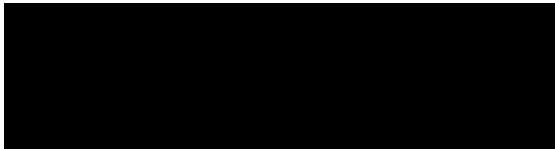
15. Choice of Law. This Agreement shall in all respects be governed and construed in accordance with the laws of the State of Colorado

16. Construction; Entire Agreement; Amendments. This Agreement may be executed in counterparts. Facsimile or scanned copies of original signatures shall be considered as original signatures for purposes of this Agreement. This Agreement was prepared as a result of negotiation and mutual agreement between the parties hereto; neither this Agreement nor any provision hereof shall be construed against either party hereto as the party who prepared this Agreement or any such provision. This Agreement reflects the complete understanding of the parties as of the date hereof and constitutes their entire agreement regarding the subject matter hereof; all prior negotiations, representations and statements have been merged herein. This agreement may be amended only by a written agreement between the parties hereto.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated above.



Date: 6/25/2021-----





Estimate

Date	Estimate #
6/23/2021	█

Phone #	970-980-8091
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E-mail	info@digitalworkshopcenter.com
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Web Site	http://www.digitalworkshopcenter.com
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Name / Address

Job / Student Name

Description	Qty	Rate	Total
<p>IMPORTANT: The upcoming class schedules listed here are in Mountain Time (MT). Students can register for alternate offerings as preferred. Certificate programs allow 1 year to be completed and each program class is offered on a rolling basis throughout the year. See website for all available class schedules.</p> <p>DIGITAL MARKETING CERTIFICATE:</p> <p>Digital Marketing Strategy - Online DMS - Session 1 Mon, Sep 13 06:00 pm MDT - Mon, Sep 13 09:30 pm MDT DMS - Session 2 Wed, Sep 15 06:00 pm MDT - Wed, Sep 15 09:30 pm MDT DMS - Session 3 Mon, Sep 20 06:00 pm MDT - Mon, Sep 20 09:30 pm MDT DMS - Session 4 Wed, Sep 22 06:00 pm MDT - Wed, Sep 22 09:30 pm MDT</p> <p>SEO Beginners - Online SEO - Session 1 Tue, Jul 13 06:00 pm MDT - Tue, Jul 13 09:00 pm MDT SEO - Session 2 Thu, Jul 15 06:00 pm MDT - Thu, Jul 15 09:00 pm MDT</p> <p>Social Media Beginners - Online SMB1 - Session 1 Tue, Jul 20 06:00 pm MDT - Tue, Jul 20 07:30 pm MDT SMB1 - Session 2 Wed, Jul 21 06:00 pm MDT - Wed, Jul 21 07:30 pm MDT</p>			
	1	895.00	895.00
	1	279.00	279.00
	1	159.00	159.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total



Estimate

Date	Estimate #
6/23/2021	██████████

Phone #	970-980-8091
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E-mail	info@digitalworkshopcenter.com
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Web Site	http://www.digitalworkshopcenter.com
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324 Remington St
Suite 130
Fort Collins, CO 80524

Name / Address
Colorado State Univ. 200 W Lake St. Fort Collins, CO 80523

Job / Student Name
██████████

Description	Qty	Rate	Total
Email Marketing Beginners - Online EM - Session 1 Mon, Aug 30 06:00 pm MDT - Mon, Aug 30 09:30 pm MDT EM - Session 2 Wed, Sep 01 06:00 pm MDT - Wed, Sep 01 09:30 pm MDT	1	289.00	289.00
Google AdWords - Online GAD - Session 1 Mon, Aug 16 06:00 pm MDT - Mon, Aug 16 09:00 pm MDT GAD - Session 2 Wed, Aug 18 06:00 pm MDT - Wed, Aug 18 09:00 pm MDT	1	395.00	395.00
Social Media Advertising - Online SMA1 - Session 1 Mon, Aug 23 06:00 pm MDT - Mon, Aug 23 08:30 pm MDT SMA1 - Session 2 Wed, Aug 25 06:00 pm MDT - Wed, Aug 25 08:30 pm MDT	1	525.00	525.00
Google Analytics Beginners - Online GA1 - Session 1 Tue, Jul 27 06:30 pm MDT - Tue, Jul 27 09:30 pm MDT GA1 - Session 2 Thu, Jul 29 06:30 pm MDT - Thu, Jul 29 09:30 pm MDT	1	279.00	279.00
Adobe Photoshop Level 1 - Online *No charge since previously completed*	0	795.00	0.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total



Estimate

Date	Estimate #
6/23/2021	█

324 Remington St
Suite 130
Fort Collins, CO 80524

Phone # 970-980-8091

E-mail info@digitalworkshopcenter.com

Web Site http://www.digitalworkshopcenter.com

Name / Address
Colorado State Univ.
200 W Lake St.
Fort Collins, CO 80523

Job / Student Name
█

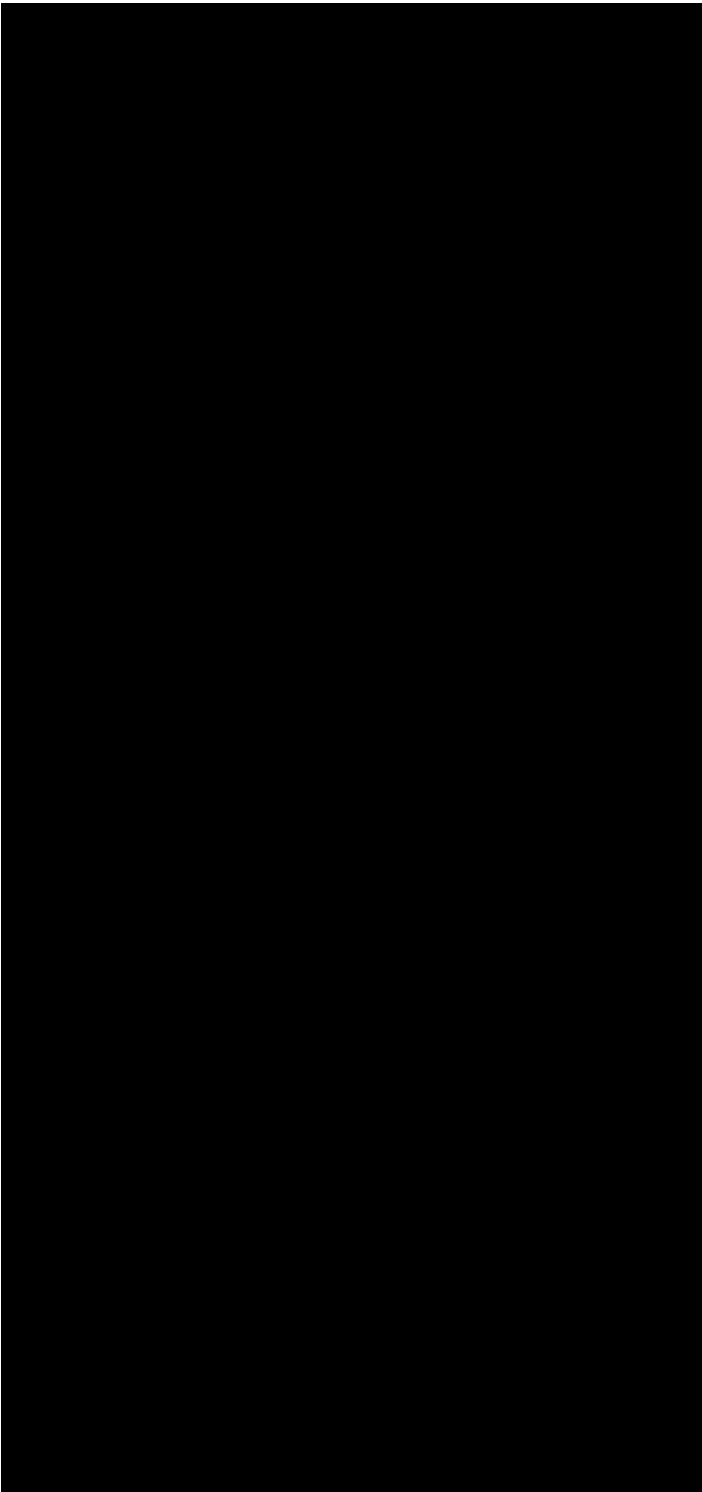
Description	Qty	Rate	Total
Adobe Photoshop Level 2 - Online PS2 - Session 1 Tue, Sep 14 06:00 pm MDT - Tue, Sep 14 09:30 pm MDT PS2 - Session 2 Thu, Sep 16 06:00 pm MDT - Thu, Sep 16 09:30 pm MDT PS2 - Session 3 Tue, Sep 21 06:00 pm MDT - Tue, Sep 21 09:30 pm MDT PS2 - Session 4 Thu, Sep 23 06:00 pm MDT - Thu, Sep 23 09:30 pm MDT	1	795.00	795.00
Advanced Digital Marketing - Online ADM - Session 1 Mon, Nov 29 06:00 pm MST - Mon, Nov 29 09:30 pm MST ADM - Session 2 Wed, Dec 01 06:00 pm MST - Wed, Dec 01 09:30 pm MST ADM - Session 3 Mon, Dec 06 06:00 pm MST - Mon, Dec 06 09:30 pm MST ADM - Session 4 Wed, Dec 08 06:00 pm MST - Wed, Dec 08 09:30 pm MST ADM - Session 5 Mon, Dec 13 06:00 pm MST - Mon, Dec 13 09:30 pm MST ADM - Session 6 Wed, Dec 15 06:00 pm MST - Wed, Dec 15 09:30 pm MST	1	1,345.00	1,345.00
Capstone Project -Maximum of 5 weeks to complete -Includes 4 hours of instructor/mentor meeting time (four 1hr meetings)	1	249.00	249.00
Program Subtotal			5,210.00
Program Discount (10% off)		-10.00%	-521.00
Digital Marketing Certificate - Online			4,689.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total

\$4,689.00

TITLE
FILE NAME
DOCUMENT ID
AUDIT TRAIL DATE FORMAT
STATUS



Document History



SENT

06 / 23 / 2021
22:07:30 UTC



VIEWED

06 / 24 / 2021
20:00:14 UTC



SIGNED

06 / 24 / 2021
20:05:59 UTC



COMPLETED

06 / 24 / 2021
20:05:59 UTC

DIGITAL WORKSHOP CENTER PAYMENT AGREEMENT

This Payment Agreement ("Agreement") is effective 11/6/2020 (Date).

This Payment Agreement is associated with invoice number 4674.

Between: The Fort Collins Digital Workshop LLC, dba Digital Workshop Center ("Workshop"), a Colorado limited liability company with its office located at 324 Remington St. Suite 110 Fort Collins, CO 80524;

And Name: [REDACTED] ("Student")

Social Security Number: [REDACTED]-----

Address: [REDACTED]

[REDACTED]
an individual student of Workshop;

For good and valuable consideration, the receipt and legal sufficiency of which are hereby expressly acknowledged, the parties hereto agree as follows:

1. Program/Class Selection. Certification Program and Class financing for Certification Programs and Classes offered by Workshop is offered to Student as an alternative to paying the entire fee up front, and Student seeks to enroll in the programs and terms as follows (check all that apply):

- Advanced Graphic Design
- Business Administration
- Data Science
- Digital Photography
- Fundamental Digital Marketing
- Frontend Web Development
- Fundamental Video Design
- Project Management
- Other: Capstone Project add-ons – Graphic Design & Video Design

For a full description of what is included in each Certification Program or Class, please reference course description materials available from Workshop and Workshop website. Student agrees to all terms and conditions of enrollment and requirements of the Certification Program that may be separate from this Agreement.

2. Administrative Fees. A one-time administrative setup fee in the amount of seventy-five dollars (\$75) will be due concurrently with the first payment is made.

[REDACTED]

[REDACTED]

Once this Agreement is executed, if any adjustments to Agreement are requested from Student, an additional administrative fee of twenty-five dollars (\$25) will be due to Workshop.

3. Payments. Pursuant to the selection(s) made in paragraph 1, Student will make the following payments to Workshop:

- \$75.00 Administrative fee for initial payment plan setup.
- \$158.09 Amount of payments due in advance of or on the 2nd of each of the months of ~~November 2020~~ through ~~October 2022~~ (ending month, year).
December November
- \$3,869.10 Total amount paid under Agreement if all payments made on time.

If all payments are made on time, Student's last payment will be made on the 2nd of ~~October 2022~~ (the "Termination Date").
November

Payment will be made via recurring monthly debit/credit card billing. All major credit cards accepted.

Once this Agreement is executed, additional class discount offers are not eligible for application retroactively.

4. Late Fees. If any payment from Student is not received within 30 days of the due date, Student shall be assessed a late charge of the lesser of: 5% of the late amount, or \$15 ("Late Fee") and Workshop may deny future enrollment to Student until account is brought current. A Late Fee will be assessed for each subsequent 30 day period for which the amount remains outstanding (i.e. first on the 31st day, then on the 61st day, and 91st day past due). If Student has outstanding amounts that are 120 days or more past due, Workshop may, without further notice to Student, seek any and all remedies available to it at law or equity including, but not limited to, terminating this Agreement and Student's enrollment and expelling Student from the Certification Program and all classes (current and future), sending the account to collections and/or taking the matter to court.

5. Term and Class Termination.

- a. If all payments are made on time, Student's payment obligation(s) under this Agreement shall terminate upon the Termination Date listed above, unless sooner terminated pursuant to paragraphs 4(b) or 4(c).
- b. Workshop's obligation to provide services under this Agreement shall terminate upon the earlier of (i) Student's completion of the Certification Program(s) or Class(es) indicated above or (ii) one year from the earlier of the date of this Agreement or the date Student begins class. This is consistent with Workshop policy that Students complete all requirements of a Certification Program within one year from the date the Student first attends a class. However, Workshop's obligation to provide services under this paragraph is subject to any earlier suspended or termination of services under paragraph 3 above.
- c. Student may terminate ("cancel") and/or reschedule his/her class registration. Student's cancellation/rescheduling of class registration(s) after Student has registered for such class(es) is subject to Workshop's refund policy, found in the Terms and Conditions, then in effect. Termination of class registration does not terminate Student's payment obligation(s) under this Agreement.



6. Early Agreement Termination. Student may terminate ("cancel") the Agreement early under the following terms. The right to terminate the Agreement early outside of these terms resides with Workshop and will be determined by the Training Director.

- a. Per paragraph 3, Student is obligated to pay Workshop 75% of the remaining balance of Agreement due at the time of notification to Workshop plus an administrative fee of twenty-five dollars (\$25).
- b. Intent to cancel Agreement must be submitted in writing as outlined in paragraph 14.
- c. Student's cancellation/rescheduling of class registration(s) after Student has registered for such class(es) is subject to Workshop's refund policy, found in the Terms and Conditions, then in effect.
- d. Terminating this Agreement makes Student ineligible to register for any further classes included in the training program selected in paragraph 1.

7. Other Form. This Agreement is made in conjunction with Student's other enrollment forms, Terms & Conditions, other policies and procedures and requirements of Workshop, invoice(s) and any other required forms to be filled out and/or signed by Student ("Other Forms"). This Agreement shall be construed in conjunction with the Other Forms. If there is a conflict between the terms of any Other Forms and this Agreement, the terms of this Agreement shall prevail; provided however, this Agreement shall at all times be subject to the Terms & Conditions of enrollment then in effect.

8. Additional Fees. If Student incurs additional fees for cancellation or re-scheduling, such fee will be billed immediately and considered added to Student's next due payment.

9. Enrollment Responsibility. After the initial payment is received and recurring payment information is provided to Workshop, it is Student's responsibility to register for each course online following the registration instructions provided by Workshop staff.

10. Terms and Conditions. At the time of this Agreement, Workshop has Terms and Conditions in effect. Such Terms and Conditions in effect at the time of this Agreement are attached hereto in Appendix A and incorporated herein, as amended from time to time. Workshop's Terms and Conditions are subject to change upon 30 days advance notice, such notice being fulfilled if given pursuant to paragraph 12 or if posted on Workshop's website.

11. Assignments and Successors. Neither party hereto may assign this Agreement or any rights hereunder to any other person without the prior written consent of the other party hereto. The Agreement shall be binding upon and inure to the benefit of the successors of the parties hereto.

12. Waiver of Breach. The failure of any party hereto to enforce at any times any of the provisions of this Agreement shall in no way be construed to constitute a waiver of any such provision nor in any way to affect the validity of this Agreement or any part hereof, including the right of any party thereafter to enforce each and every provision. The waiver by any party to this Agreement of any breach or violation of any provision the Agreement by the other party hereto shall not operate or be construed to be a waiver of any subsequent breach or violation thereof.

13. Severability. The terms and conditions of this Agreement are severable, and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity and enforceability of the other provisions hereof.

14. Notices. Any notices contemplated by or required or permitted to be given under this Agreement shall be in writing and (a) delivered personally, (b) sent by next day or overnight

Student Initial __



courier or (c) mailed by registered or certified mail, return receipt requested postage prepaid to the above-mentioned addressed of the parties. Such notices, requests and other communications sent as provided hereinabove shall be effective upon receipt when personally delivered, the next business day if sent by next day or overnight courier, and upon the date received as evidence by the recipient's signature on the return receipt if sent by certified mail, return receipt requested.

15. Choice of Law. This Agreement shall in all respects be governed and construed in accordance with the laws of the State of Colorado

16. Construction; Entire Agreement; Amendments. This Agreement may be executed in counterparts. Facsimile or scanned copies of original signatures shall be considered as original signatures for purposes of this Agreement. This Agreement was prepared as a result of negotiation and mutual agreement between the parties hereto; neither this Agreement nor any provision hereof shall be construed against either party hereto as the party who prepared this Agreement or any such provision. This Agreement reflects the complete understanding of the parties as of the date hereof and constitutes their entire agreement regarding the subject matter hereof; all prior negotiations, representations and statements have been merged herein. This agreement may be amended only by a written agreement between the parties hereto.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated above.

WORKSHOP

[Redacted signature block]

[Redacted signature block] 01/11/11

Date: [Redacted] _____

Date: [Redacted] _____

Student Initial_

[Redacted student initials]

Appendix A: Terms and Conditions

ENROLLMENT AGREEMENT

The following information pertains to policies and procedures of the Digital Workshop Center (DWC) and is *approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board*. The DWC requests that every student read and abide by the following terms and conditions.

FACILITIES INFORMATION

The DWC main office and classrooms are located at 324 Remington Street, Suite 110, Fort Collins, CO 80524. Other satellite locations are used periodically. All of our classrooms are furnished with student desktop and/or laptop computers with all applicable software, multimedia and audiovisual equipment, whiteboard, pens, highlighters, post-it notes, professional e-book or digital reference materials, and other support materials.

PRE-REQUISITE INFORMATION

We strive to ensure that every student receives the training they need to be successful in our classroom and beyond. It is the responsibility of each student to read the description of your registered class, verify prerequisite class requirements, and ensure that the class is appropriate for your skill level and training needs.

REFUND POLICY

The following information pertains to policies and procedures of the Digital Workshop Center (DWC) and is *approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board*. The DWC requests that every student read and abide by the following terms and conditions.

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before the commencement of classes, are entitled to a full refund of all tuition paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

If you would like to cancel or transfer a class, you must send your request in a written notice via email to info@digitalworkshopcenter.com or fill out the 'Request Cancellation' form available under 'My Account'. Transferring/rescheduling a class registration is equivalent to a cancellation and is treated accordingly.

Refund Table

Student is entitled to upon withdrawal/termination

Refund

Within first 10% of program

90% less cancellation charge

After 10% but within the first 25% of program

75% less cancellation charge

After 25% but within the first 50% of program

50% less cancellation charge

After 50% but within the first 75% of program

25% less cancellation charge

After 75% (if paid in full, cancellation charge is not applicable) NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 1. The date of which the school receives written notice of the student's intention to discontinue the training program; or
 2. The date on which the student violates published school policy, which provides for termination.
 3. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have a reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

CANCELLATION / RE-SCHEDULING OF CLASSES BY THE DWC

If class enrollment at the DWC does not meet our minimum requirement of students, the class may be cancelled or re-scheduled. Participants will be notified prior to the start of scheduled class, typically with at least 2 days (48 hours) of advance notice.

Following our goals of limiting the number of cancellations and/or re-schedules, students may be notified as late as the day before a scheduled class. In the event of a DWC cancellation, a full refund will be available, or the paid balance may be applied toward another upcoming class at the DWC. We never want to cancel a class, but, unfortunately, it does happen.

All applicable refunds will be made within 30 days from the date of cancellation.

RE-TAKE ELIGIBILITY

Students have the option for one (1) free "retake" of the same class taken at the DWC (public classes only). This retake registration is non-transferable, and no textbooks are provided (students are asked to bring their original textbooks with them to the retake class).

A retake is only available for students who attended the originally scheduled class. If the student does not attend the scheduled class, they are not eligible for a retake.

A retake class has no redeemable value and is not eligible for a refund of any kind.

If a student is registered for a class as a retake student and the class is cancelled for any reason, DWC will allow the student to register as a retake for a different class until the retake bonus has been satisfied. Classes must meet minimum enrollment numbers of registered students in order to run.

In the event that a class is filled with registered students, a retake student may be placed on a wait list and will be notified of their class status immediately.

Why can't I use my retake if I missed the class?

The retake benefit of the DWC classes is intended for people to brush up on their skills after they learn the material in class. It is not to be used as a fallback in the case of a schedule conflict. As mentioned above, in order to provide the best classroom experience, we do not want registered students to skip the class. Emergency exceptions will be made by a DWC administrator on a case-by-case basis only.

PRIVACY POLICY

The Digital Workshop Center, LLC does not rent, sell, or share personal information about you with other people or non-affiliated companies except to provide products or services you've requested, when we have your permission. We have physical, electronic, and procedural safeguards that protect personal information about you that may be stored in our records.

POSTPONEMENT POLICY

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

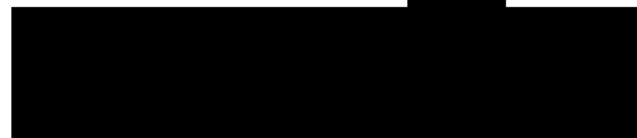
1. Whether the postponement is for the convenience of the school or the student, and;
 2. A deadline for the new start date, beyond which the start date will not be postponed.
- If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

STUDENT GRIEVANCE PROCEDURE

Should a student have a grievance/complaint, please submit the issue via email to info@digitalworkshopcenter.com. Attempting to resolve a grievance with the DWC first is strongly encouraged. Student complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higherred.colorado.gov/dpos>, (303)862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

PAYMENT

Please remember that 100% of payment needs to be received at least seven (7) business days before the start of your class to guarantee your seat.



If you have pre-paid, paid your balance due as part of a certification program, or handled payment off-line (invoice or check), you do not need to take any additional steps at this time. For payment plan information, contact our administrative office.

Questions? Please contact the DWC administrative office:

Phone: 970-980-8091

Email: info@digitalworkshopcenter.com

Invoice

Date	Invoice #
11/6/2020	██████



324 Remington St
Suite 130
Fort Collins, CO 80524

<http://www.digitalworkshopcenter.com>
info@digitalworkshopcenter.com
970-980-8091

Bill To
████████████████████

Job/Student Name	Terms
	Net 730

Description	Qty	Rate	Amount
<p>IMPORTANT: The upcoming class schedules listed here are in Mountain Standard Time (MST). Students can register for alternate offerings as preferred. See website for all available class schedules.</p> <p>ADVANCED GRAPHIC DESIGN CERTIFICATE:</p>			
<p>Introduction to Design Fundamentals - Online Tue12-01-2020 6:00pm - 9:30pm Thu12-03-2020 6:00pm - 9:30pm</p>	1	289.00	289.00
<p>Adobe Photoshop Level 1 - Online Tue2-02-2021 6:00pm - 9:30pm Thu2-04-2021 6:00pm - 9:30pm Tue2-09-2021 6:00pm - 9:30pm Thu2-11-2021 6:00pm - 9:30pm</p>	1	795.00	795.00
<p>Adobe Photoshop Level 2 - Online Tue2-23-2021 6:00pm - 9:30pm Thu2-25-2021 6:00pm - 9:30pm Tue3-02-2021 6:00pm - 9:30pm Thu3-04-2021 6:00pm - 9:30pm</p>	1	795.00	795.00

Terms and Conditions:

Review our full Terms and Conditions for registration and services at DigitalWorkshopCenter.com/terms-conditions

This invoice represents a portion of a larger training plan estimate. For full estimate details, contact DWC office for help.

Total
Payments/Credits
Balance Due

Invoice

Date	Invoice #
11/6/2020	█



324 Remington St
Suite 130
Fort Collins, CO 80524

<http://www.digitalworkshopcenter.com>
info@digitalworkshopcenter.com
970-980-8091

Bill To
█

Job/Student Name	Terms
	Net 730

Description	Qty	Rate	Amount
Adobe Illustrator Level 1 - Online Tue1-19-2021 6:00pm - 9:30pm Thu1-21-2021 6:00pm - 9:30pm Tue1-26-2021 6:00pm - 9:30pm Thu1-28-2021 6:00pm - 9:30pm	1	795.00	795.00
Adobe Illustrator Level 2 - Online Tue3-23-2021 6:00pm - 9:30pm Thu3-25-2021 6:00pm - 9:30pm Tue3-30-2021 6:00pm - 9:30pm Thu4-01-2021 6:00pm - 9:30pm	1	795.00	795.00
Adobe InDesign Level 1 - Online Mon11-09-2020 6:00pm - 9:30pm Wed11-11-2020 6:00pm - 9:30pm Mon11-16-2020 6:00pm - 9:30pm Wed11-18-2020 6:00pm - 9:30pm	1	795.00	795.00

Terms and Conditions:

Review our full Terms and Conditions for registration and services at DigitalWorkshopCenter.com/terms-conditions

This invoice represents a portion of a larger training plan estimate. For full estimate details, contact DWC office for help.

Total

Payments/Credits

Balance Due

Invoice

Date	Invoice #
11/6/2020	█



324 Remington St
Suite 130
Fort Collins, CO 80524

<http://www.digitalworkshopcenter.com>
info@digitalworkshopcenter.com
970-980-8091

Bill To
█

Job/Student Name	Terms
	Net 730

Description	Qty	Rate	Amount
Adobe InDesign Level 2 - Online Mon12-07-2020 6:00pm - 9:30pm Wed12-09-2020 6:00pm - 9:30pm Mon12-14-2020 6:00pm - 9:30pm Wed12-16-2020 6:00pm - 9:30pm	1	795.00	795.00
Program Subtotal			5,059.00
Program Discount (10% off)		-10.00%	-505.90
Advanced Graphic Design Certificate - Online			4,553.10
Capstone Project - Graphic Design -Maximum of 4 months to complete -Includes 4 hours of instructor/mentor meeting time (four 1hr meetings)	1	249.00	249.00
FUNDAMENTAL VIDEO DESIGN CERTIFICATE:			
Adobe Premiere Pro - Online See schedules at DiigtalWorkshopCenter.com	1	1,335.00	1,335.00
Adobe After Effects - Online See schedules at DiigtalWorkshopCenter.com	1	1,325.00	1,325.00
Social Media for Business - Online See schedules at DiigtalWorkshopCenter.com	1	159.00	159.00
Program Subtotal			2,819.00
Program Discount (10% off)		-10.00%	-281.90

Terms and Conditions:

Review our full Terms and Conditions for registration and services at DigitalWorkshopCenter.com/terms-conditions

This invoice represents a portion of a larger training plan estimate. For full estimate details, contact DWC office for help.

Total

Payments/Credits

Balance Due

Invoice

Date	Invoice #
11/6/2020	█



324 Remington St
Suite 130
Fort Collins, CO 80524

<http://www.digitalworkshopcenter.com>
info@digitalworkshopcenter.com
970-980-8091

Bill To
█

Job/Student Name	Terms
	Net 730

Description	Qty	Rate	Amount
Fundamental Video Design Certificate - Online			2,537.10
Capstone Project - Video Design -Maximum of 4 months to complete -Includes 4 hours of instructor/mentor meeting time (four 1hr meetings)	1	249.00	249.00
Subtotal			7,588.20
50% Tech Skills Scholarship		-50.00%	-3,794.10
Administrative Fee	1	75.00	75.00

Terms and Conditions:

Review our full Terms and Conditions for registration and services at DigitalWorkshopCenter.com/terms-conditions

This invoice represents a portion of a larger training plan estimate. For full estimate details, contact DWC office for help.

Total	\$3,869.10
Payments/Credits	\$0.00
Balance Due	\$3,869.10

TITLE	[REDACTED]
FILE NAME	[REDACTED]
DOCUMENT ID	[REDACTED]
AUDIT TRAIL DATE FORMAT	[REDACTED]
STATUS	• [REDACTED]

Document History



[REDACTED] 06 / 2020
22:09:58 UTC

[REDACTED]
[REDACTED]
[REDACTED]



[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]



[REDACTED] 09 / 2020
[REDACTED]

[REDACTED]
[REDACTED]



[REDACTED]
[REDACTED]

[REDACTED]

DIGITAL WORKSHOP CENTER PAYMENT AGREEMENT

This Payment Agreement ("Agreement") is effective 10/20/2021 (Date).

This Payment Agreement is associated with estimate number [REDACTED].

Between: The Fort Collins Digital Workshop LLC, dba Digital Workshop Center ("Workshop"), a Colorado limited liability company with its office located at 324 Remington St. Suite 110 Fort Collins, CO 80524;

And Name: [REDACTED] ("Student")

Social Security Number: [REDACTED]

Address: [REDACTED]
[REDACTED]

an individual student of Workshop;

For good and valuable consideration, the receipt and legal sufficiency of which are hereby expressly acknowledged, the parties hereto agree as follows:

1. Program/Class Selection. Certification Program and Class financing for Certification Programs and Classes offered by Workshop is offered to Student as an alternative to paying the entire fee up front, and Student seeks to enroll in the programs and terms as follows (check all that apply):

- Advanced Graphic Design
- Business Administration
- Data Science
- Digital Photography
- Fundamental Digital Marketing
- Frontend Web Development
- Fundamental Video Design
- Project Management
- Other

For a full description of what is included in each Certification Program or Class, please reference course description materials available from Workshop and Workshop website. Student agrees to all terms and conditions of enrollment and requirements of the Certification Program that may be separate from this Agreement.

2. Administrative Fees. A one-time administrative setup fee in the amount of seventy-five dollars (\$75) will be due concurrently with the first payment is made.

Once this Agreement is executed, if any adjustments to Agreement are requested from Student, an additional administrative fee of twenty-five dollars (\$25) will be due to Workshop.

3. Payments. Pursuant to the selection(s) made in paragraph 1, Student will make the following payments to Workshop:

- \$75.00 Administrative fee for initial payment plan setup.
- \$186.52 Amount of payments due in advance of or on the 15th of each of the months of ~~October 2021~~ through ~~September 2023~~ (ending month, year).
November October
- \$4,552.20 Total amount paid under Agreement if all payments made on time.

If all payments are made on time, Student's last payment will be made on the 15th of ~~September 2023~~ (the "Termination Date").

~~October~~
Payment will be made via recurring monthly debit/credit card billing. All major credit cards accepted.

Once this Agreement is executed, additional class discount offers are not eligible for application retroactively.

4. Late Fees. If any payment from Student is not received within 30 days of the due date, Student shall be assessed a late charge of the lesser of: 5% of the late amount, or \$15 ("Late Fee") and Workshop may deny future enrollment to Student until account is brought current. A Late Fee will be assessed for each subsequent 30 day period for which the amount remains outstanding (i.e. first on the 31st day, then on the 61st day, and 91st day past due). If Student has outstanding amounts that are 120 days or more past due, Workshop may, without further notice to Student, seek any and all remedies available to it at law or equity including, but not limited to, terminating this Agreement and Student's enrollment and expelling Student from the Certification Program and all classes (current and future), sending the account to collections and/or taking the matter to court.

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- b. Workshop's obligation to provide services under this Agreement shall terminate upon the earlier of (i) Student's completion of the Certification Program(s) or Class(es) indicated above or (ii) one year from the earlier of the date of this Agreement or the date Student begins class. This is consistent with Workshop policy that Students complete all requirements of a Certification Program within one year from the date the Student first attends a class. However, Workshop's obligation to provide services under this paragraph is subject to any earlier suspended or termination of services under paragraph 3 above.
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- d. Terminating this Agreement makes Student ineligible to register for any further classes included in the training program selected in paragraph 1.

7. Other Form. This Agreement is made in conjunction with Student's other enrollment forms, Terms & Conditions, other policies and procedures and requirements of Workshop, invoice(s) and any other required forms to be filled out and/or signed by Student ("Other Forms"). This Agreement shall be construed in conjunction with the Other Forms. If there is a conflict between the terms of any Other Forms and this Agreement, the terms of this Agreement shall prevail; provided however, this Agreement shall at all times be subject to the Terms & Conditions of enrollment then in effect.

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10. Terms and Conditions. At the time of this Agreement, Workshop has Terms and Conditions in effect. Such Terms and Conditions in effect at the time of this Agreement are attached hereto in Appendix A and incorporated herein, as amended from time to time. Workshop's Terms and Conditions are subject to change upon 30 days advance notice, such notice being fulfilled if given pursuant to paragraph 12 or if posted on Workshop's website.

11. Assignments and Successors. Neither party hereto may assign this Agreement or any rights hereunder to any other person without the prior written consent of the other party hereto. The Agreement shall be binding upon and inure to the benefit of the successors of the parties hereto.

12. Waiver of Breach. The failure of any party hereto to enforce at any times any of the provisions of this Agreement shall in no way be construed to constitute a waiver of any such provision nor in any way to affect the validity of this Agreement or any part hereof, including the right of any party thereafter to enforce each and every provision. The waiver by any party to this Agreement of any breach or violation of any provision the Agreement by the other party hereto shall not operate or be construed to be a waiver of any subsequent breach or violation thereof.

13. Severability. The terms and conditions of this Agreement are severable, and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity and enforceability of the other provisions hereof.

14. Notices. Any notices contemplated by or required or permitted to be given under this Agreement shall be in writing and (a) delivered personally, (b) sent by next day or overnight



courier or (c) mailed by registered or certified mail, return receipt requested postage prepaid to the above-mentioned addressed of the parties. Such notices, requests and other communications sent as provided hereinabove shall be effective upon receipt when personally delivered, the next business day if sent by next day or overnight courier, and upon the date received as evidence by the recipient's signature on the return receipt if sent by certified mail, return receipt requested.

15. Choice of Law. This Agreement shall in all respects be governed and construed in accordance with the laws of the State of Colorado

16. Construction; Entire Agreement; Amendments. This Agreement may be executed in counterparts. Facsimile or scanned copies of original signatures shall be considered as original signatures for purposes of this Agreement. This Agreement was prepared as a result of negotiation and mutual agreement between the parties hereto; neither this Agreement nor any provision hereof shall be construed against either party hereto as the party who prepared this Agreement or any such provision. This Agreement reflects the complete understanding of the parties as of the date hereof and constitutes their entire agreement regarding the subject matter hereof; all prior negotiations, representations and statements have been merged herein. This agreement may be amended only by a written agreement between the parties hereto.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated above.

[Redacted]
[Redacted]

Digital Workshop Center

[Redacted]

[Redacted]
[Redacted] _____

[Redacted]

[Redacted]



Estimate

Date	Estimate #
10/20/2021	█

324 Remington St
Suite 130
Fort Collins, CO 80524

Phone # 970-980-8091

E-mail info@digitalworkshopcenter.com

Web Site http://www.digitalworkshopcenter.com

Name / Address
█

Job / Student Name
█

Description	Qty	Rate	Total
<p>IMPORTANT: The upcoming class schedules listed below are tentative and not binding. Students can register for alternate offerings as preferred. Certificate programs allow 1 year to be completed and each program class is offered on a rolling basis throughout the year. See website for all available class schedules.</p> <p>FUNDAMENTAL VIDEO DESIGN CERTIFICATION:</p> <p>Introduction to Design Fundamentals - Online DF - Session 1 Mon, Dec 27 06:00 pm MST - Mon, Dec 27 09:30 pm MST DF - Session 2 Wed, Dec 29 06:00 pm MST - Wed, Dec 29 09:30 pm MST</p> <p>Adobe Photoshop Level 1 - Online PS1- Session 1 Wed, Nov 10 06:00 pm MST - Wed, Nov 10 09:30 pm MST PS1 - Session 2 Thu, Nov 11 06:00 pm MST - Thu, Nov 11 09:30 pm MST PS1 - Session 3 Tue, Nov 16 06:00 pm MST - Tue, Nov 16 09:30 pm MST PS1 - Session 4 Thu, Nov 18 06:00 pm MST - Thu, Nov 18 09:30 pm MST</p>			
	1	289.00	289.00
	1	795.00	795.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total



Estimate

Date	Estimate #
10/20/2021	█

324 Remington St
Suite 130
Fort Collins, CO 80524

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Description	Qty	Rate	Total
Adobe Photoshop Level 2 - Online PS2 - Session 1 Tue, Nov 30 06:00 pm MST - Tue, Nov 30 09:30 pm MST PS2 - Session 2 Thu, Dec 02 06:00 pm MST - Thu, Dec 02 09:30 pm MST PS2 - Session 3 Tue, Dec 07 06:00 pm MST - Tue, Dec 07 09:30 pm MST PS2 - Session 4 Thu, Dec 09 06:00 pm MST - Thu, Dec 09 09:30 pm MST	1	795.00	795.00
Adobe Premiere Pro - Online PPRO - Session 1 Mon, Dec 06 09:00 am MST - Mon, Dec 06 12:30 pm MST PPRO - Session 2 Wed, Dec 08 09:00 am MST - Wed, Dec 08 12:30 pm MST PPRO - Session 3 Mon, Dec 13 09:00 am MST - Mon, Dec 13 12:30 pm MST PPRO - Session 4 Wed, Dec 15 09:00 am MST - Wed, Dec 15 12:30 pm MST	1	1,335.00	1,335.00
Adobe After Effects - Online AE1 - Session 1 Mon, Nov 22 09:00 am MST - Mon, Nov 22 12:30 pm MST AE1 - Session 2 Wed, Nov 24 09:00 am MST - Wed, Nov 24 12:30 pm MST AE1- Session 3 Mon, Nov 29 09:00 am MST - Mon, Nov 29 12:30 pm MST AE1 - Session 4 Wed, Dec 01 09:00 am MST - Wed, Dec 01 12:30 pm MST	1	1,325.00	1,325.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total



Estimate

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10/20/2021	█

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 Fort Collins, CO 80524

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Job / Student Name

Description	Qty	Rate	Total
Social Media Beginners - Online Early 2022 schedule TBD	1	159.00	159.00
Program Subtotal			4,698.00
Program Discount (10% off)		-10.00%	-469.80
Fundamental Video Design Certificate - Online			4,228.20
Capstone Project -Maximum of 5 weeks to complete -Includes 4 hours with an instructor (four 1hr meetings) -Schedule TBD once program classes complete	1	249.00	249.00
Administrative Fee - Payment Plan Setup	1	75.00	75.00

Note: Cost estimates subject to change at any time to reflect updates to class fees or expenses. Contact DWC staff for the latest cost information.

Total

\$4,552.20

TITLE	[REDACTED]
FILE NAME	[REDACTED]
DOCUMENT ID	[REDACTED]
AUDIT TRAIL DATE FORMAT	[REDACTED]
STATUS	• [REDACTED]

Document History



SENT

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
	[REDACTED]



VIEWED

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]



SIGNED

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]



COMPLETED

[REDACTED]	[REDACTED]
[REDACTED]	