

School and Youth Organization

STUDENT MATERIALS ORDER FORM

The Great Expectations Program for High-Potential Teenagers

(TO BE COMPLETED BY LCG ONLY)

Date Order Received: _____ Date Processed: _____ Amount Received: _____

School / Organization Check #: _____ Notes: _____

INSTRUCTIONS: Please print a copy of this form, provide all requested information, and then mail the signed original with payment in full to:

The Leadership Capital Group LLC
c/o Great Expectations Order Processing
Post Office Box 66 Stony Brook, New York 11790

IMPORTANT NOTE: The Leadership Capital Group LLC accepts school and youth organization checks only. No personal checks or cash payments will be accepted.

SUPPLIES REQUESTED

Note: Student materials (e.g. binders) may vary slightly on occasion depending on the availability of items. Substitutions are always of equal or greater value. Please be sure to add applicable tax. Standard shipping & handling is included in the courseware price for materials shipped within the Continental USA.



_____ Sets of Great Expectations Student Courseware at \$ _____ per set = \$ _____
Required Tax = \$ _____
Shipping & Handling (*) = \$ _____
ORDER TOTAL: \$ _____

(*) Included in price for materials shipped within Continental USA. International & Overnight Shipping available at client expense. If other than standard shipping within the Continental USA is required, please specify below and include FEDEX or UPS Account Information and Account Number to which additional charges should be billed.

INSTRUCTOR & CLASS ASSISTANT INFORMATION

Name of Instructor Assigned to This Class: _____

Class #: _____ Class Location (City, State): _____

Number of Class Assistants Assigned to this Class: _____

Expected Date of First Session: _____ (Allow a minimum of 4 weeks for delivery of materials.)

Number of Great Expectations Classes (24 Sessions) Taught To Date by This Instructor: _____

Instructor Shirt Size (Please Check One): Female: __S __M __L __XL __XXL Male: __S __M __L __XL __XXL __XXXL

SHIPPING INFORMATION (Please print or type clearly)

Recipient Name: _____ Title: _____

School / Organization Name: _____

Street Address: _____

City, State, Country, Zip: _____

Phone #: _____ Email Address: _____

Special Instructions: _____

OPTIONAL: FEDEX or UPS Account Information & Account Number for Any Expedited or International Shipping:

Service Provider: _____ FEDEX _____ UPS

Service Type: _____ Next Day _____ Other (Please specify clearly): _____

Name on Account: _____

Account Number: _____

Return Policy: *The Leadership Capital Group LLC* wants parents and school representatives to be happy with their courseware investments. Therefore, a refund (minus \$49 original shipping and handling per set) will be provided to participating American schools and youth organizations wishing to return up to 10% of any order of student courseware sets (*) within sixty days of the original shipment date. (Example: Original Purchase: 100 sets of courseware materials. Eligible for Return per LCG Policies: Up to 10 sets.)

This policy is intended to help minimize any expense to parents, schools or organizations created by students wishing to cancel or postpone their participation in a Great Expectations class just prior to Session #1 of the core program. Returns may be made by authorized school / organization representatives at any time within the sixty (60) day window, provided all items are unused, intact and in their original packaging. The LCG return policy applies only to complete, reusable sets of Great Expectations courseware purchased at regular prices by participating schools and youth organizations. **Materials purchased at (volume) discounted prices are excluded from this return policy.** LCG does not attempt to influence local enrollment, refund or registration policies, nor does it issue materials or refunds to individual class members, consumers or facilitators. **School / organization officials should please be sure to contact The Leadership Capital Group LLC by email for an address confirmation prior to the return of any Great Expectations materials.**

(*) At present, one complete set of student courseware is defined as one binder, one student guide, one student t-shirt and one each of any complimentary student items provided by LCG.

AUTHORIZATION

By signing below I authorize *The Leadership Capital Group LLC* to forward the requested materials to the party and location specified, and to charge any additional fees for expedited shipping or overseas shipping to the account number provided. I further understand and agree that *The Leadership Capital Group LLC*, its members, affiliates and divisions serve only as a provider of courseware and assume no further responsibility for this or any other Great Expectations program, the safety of program participants or the conduct of any school / organization official or representative during any portion of the sale or delivery of any Great Expectations process.

AGREED:

Signature of Official School or Organization Contact: _____ Date: _____

Name (Please print): _____ Title: _____