

September 1, 2005

Dear Parent,

As you know, your child is enrolled in a video course this year at Harvard-Westlake School. We are excited to be able to offer our students an excellent facility and we look forward to showing it to you on Back-to-School Day. Our students have produced award-winning work that has shown all over the U.S. and won numerous awards. It is our commitment to fully train students in the use of cameras, tripods, microphones, and our digital editing systems.

Because this equipment is so expensive, we are advising you of a policy that affects you and your child. Students must be responsible in the use of all equipment by not operating it if they do not feel fully trained, and by being conscientious and careful with the equipment. If students damage equipment due to negligence or improper use or lose equipment that they have borrowed, they will be billed for the costs of repair or replacement.

We sincerely hope that damage or loss will not occur, but if it does we want you to be advised of our policy. Please sign this letter below and return it to us. Thanks for your understanding. We are looking forward to a productive year of creative video work.

Sincerely,

Cheri Gaulke, Kevin O'Malley, Arthur Tobias  
Video Art Teachers

I affirm that I will be careful when using the HW video equipment, that I will take full financial responsibility in case of loss or damage to the equipment, and I understand that this cost will be charged against my student account.

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Printed name of student

Signature

I am aware that my child is responsible for any damage or loss to HW video equipment and I affirm that I am the financially-responsible party under the enrollment contract bearing responsibility for all student charges.

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Printed name of parent or guardian

Signature

Circle class enrolled in: Video Art, Advanced Video Art I, Advanced Video Art II.