



COURSE PROPOSAL FORM

Please submit a separate proposal for every class.

Don't forget to submit your [Teaching Agreement](#) contract.

Call (757-220-9975) or email (suzanne@WilliamsburgLearningTree.org) with questions.

Name				
Street Address				
City, State, ZIP Code				
Daytime Telephone			Evening Telephone	
Email Address				
Course Title				
Course Description <i>(100 words or less)</i>				
Suggested Tuition <i>(Generally, instructors are paid 25% of tuition)</i>			\$	Materials Fee per Student (if any)
			\$	
Minimum Class Size		Maximum Class Size		# of Class Sessions Needed for this course

Can you arrange a location for this course?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	If yes, please provide details:	
Preferred Dates & Class Times				
Session	Day of Week	Month/Date	Start Time	Finish Time
1				
2				
3				
4				
Information About You for our students (1-3 brief sentences)				

Submit as an email attachment to suzanne@WilliamsburgLearningTree.org	Print & Mail to: Williamsburg Learning Tree 3051 Ironbound Road Williamsburg, VA 23185
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