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Registration and Policy Agreement 2011/2012

Thank you for your interest in Scottsdale Education Center. In an effort to provide the finest quality instruction for our students, the following policies will apply:

Registration and Payment Policy:

An annual registration fee of \$40 per family is due at sign up. All payments are due prior to services rendered with a late fee of \$25 per month applying to any bill outstanding after the 7th of each month. Acceptable forms of payment include cash, check, debit card and all major credit cards. All students will be required to keep a credit card on file with the understanding that if an account is not paid by the 7th of each month, the funds will be deducted from the card such that a late fee will not be incurred. SEC management reserves the right to refuse services to any student with an outstanding bill. SEC requires a two-week notice to terminate services. Fees will apply during that time.

On-Going Monthly Scheduled Sessions/Tuition/Schedule

Students may sign up for On-Going Monthly Scheduled Sessions, which are defined as same time and day each week for a commitment of at least 3 months. Our monthly clients have tutor preference/priority over Drop-In students. Sessions are one hour in length and semi-private (usually up to 3 students per tutor). For students who need help with academic concepts, this is our most successful program. Students may cancel a session with 24 HOURS NOTICE and reschedule at no additional charge. **Any rescheduled sessions must be completed within 30 days of the cancelled session and may be used only if the student is then currently scheduled as a monthly student and is current with all payments. Make-ups may not be used during additional Finals Review Sessions. If a student does not show up for a session without rescheduling at least 24 hours ahead of their scheduled time, the student will be not receive a make-up for that session. Another appointment may be scheduled, but will be charged at the Drop-In rate of \$45.** Our tutors are scheduled and paid based on the student's monthly commitments and, as a result, SEC is able to offer the preferred pricing for Monthly Scheduled Sessions. When a student does not show, without proper notice, SEC is unable to fill that slot in the tutors schedule and is still obligated to pay them accordingly. **Tuition remains the same each month whether it is a 5 week month or a shortened month due to holidays. If the student is not able to commit to the Monthly Scheduled Sessions, SEC does offer the Drop-In Program described below.** SEC's first semester ends Dec. 15th. SEC's second semester ends May 17th. SEC will be closed Sept. 5th, Nov. 21st-25th, Dec.16th – Jan 2nd, January 16th, and May 24th-28th. **Hours of operation include Monday through Thursday, 12:00 PM to 9:00 PM.** Summer hours start May 29th, 2012. SEC will be closed in the summer July 2nd – July 6th. **Tuition is not pro-rated, refunded, or credited for missed classes or holidays. Call** for SEC's tuition rates for On-Going Monthly Scheduled Sessions.

(Initial)

Private and Close-Out (2 student maximum) sessions may be scheduled depending on tutor availability at a rate of \$65 per hour for Private and \$50 per hour for Close-Out.

Drop-In Program

Students may drop-in on a space available basis. Drop-Ins may be purchased in packages with payment due at time of the first session and expire August 2, 2012. Call for more details about Drop-In session pricing and package fees.

Online Private Tutoring – Must be scheduled in advance. Call for more details.

Homework Support

SEC's Homework Support Program is designed for students who need on-going help with daily study skills, organization, planning, motivation and timely assignment completion. It is not subject tutoring but rather, guided and focused study time monitored by an experienced educator. Should it be determined that the student requires specific subject tutoring in addition to homework support, parents will be notified to schedule tutoring accordingly. Our homework support program is most successful with students whose

grades may be suffering due to missing assignments. This program can also be augmented with either our Drop-In or On-Going monthly tutoring sessions.

Diagnostic Testing / College Coaching

Diagnostic testing and assessments are available for Study Skills Improvement, National/Arizona Grade Level Assessment, SAT/ACT test preparation, AIMS and College Coaching. Prices include the one hour assessment and post assessment consultation.

- Study Skills Diagnostic and Consultation - Call for pricing
- Nationalized Grade Level Assessment - Call for pricing
- Subject Specific Assessment - Call for pricing
- SAT/ACT/GED Diagnostic and Consultation - Call for pricing
- College Coaching - Call for pricing

Scottsdale Education Center Classes

- Getting Ready to Succeed in High School - \$249
- SAT Class – Math/ Reading/ Writing - \$495 (4 weeks)
- ACT Class – English, Reading, Math, Science - \$495 (4 weeks)
- HSPT Private High School Entrance Exam - \$275

Additional Services

- Weekly Student Grade/Assignment Tracking - \$20 monthly
- Correspondence Course Support - Course Specific
- Online High School/ Academic Coaching - \$500 per month (call for more details)

The policies described herein are required to preserve the quality of service at SEC. SEC does not guarantee an improvement in grades. By signing below, you agree to the terms of SEC's Registration and Policy Agreement and affirm that you have read, understand, and agree to abide by these terms.

Parent Signature _____ Date _____

Parent Name _____

REGISTRATION FORM

Student(s) Start Date(s) _____, _____, _____

Student(s) Enrolling (please print) _____

Student(s) Enrolling (please print) _____

Parent Name (print first and last name) _____

Address _____ City _____

Zip _____ Parent E-Mail _____

Parent Home Phone (include area code) _____ Parent Cell _____

Student Cell _____ School Student Attends _____

Student Grade Level _____ How did you hear about SEC? _____