



Your Bridge to Academic Success

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Registration and Policy Agreement Summer 2010

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:

All payments are due prior to services rendered with a late fee of \$25 per month applying to any bill outstanding 15 days after scheduled sessions. Acceptable forms of payment include cash, check, and all major credit cards. 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.

Drop-In/Summer Program

Students may drop-in on a space available basis. They are one hour in length and semi-private. Students may cancel a session with 24 HOURS NOTICE and reschedule at no additional charge. **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 charged for that session.** SEC will be closed July 1st through 10th. Drop-Ins may be purchased in packages with payment due prior to the first session and expire May 19, 2011. Drop-In session package fees are:

Four Session Package	- \$175
Eight Session Package	- \$330
Twelve Session Package	- \$480

Single Drop-Ins are available at \$45 per session.

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.

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	- \$50, approximately 1 hour
Nationalized Grade Level Assessment	- \$125 per Subject, 1 hour test and 1 hour consult
Subject Specific Assessment	- \$50, approximately 1 hour
SAT/ACT/GED Diagnostic and Consultation	- \$150 each, approximately 4 hours
College Coaching	- Individualized

Additional Services and Classes

SAT/ACT Tutoring	- Individualized
Correspondence Course Support	- Course Specific
College Coaching	- Individualized

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.

Signature _____ Date _____

Name _____



Registration Form and Student Information

Student(s) Start Date(s) _____

Student(s) Enrolling (please print) _____

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 _____ How did you hear about SEC? _____

Name of student: _____ Date: _____

School student attends: _____ Grade: _____

Subject(s) for Tutoring:

- | | | |
|--|--|--|
| <input type="checkbox"/> Math | <input type="checkbox"/> Language Arts | <input type="checkbox"/> Study Skills |
| <input type="checkbox"/> Organizational Skills | | <input type="checkbox"/> Science _____ |
| <input type="checkbox"/> PSAT | <input type="checkbox"/> SAT/ACT | <input type="checkbox"/> Test Prep _____ |
| <input type="checkbox"/> Correspondence Course | | <input type="checkbox"/> Other _____ |

Reason for Tutoring:

- | | | |
|-----------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Homework | <input type="checkbox"/> Enrichment | <input type="checkbox"/> Remediation |
|-----------------------------------|-------------------------------------|--------------------------------------|

Goals for Tutoring:

Consideration with respect to LRC/IEP/504:

