



Your Bridge to Academic Success

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Registration and Policy Agreement 2018/2019

Thank you for your interest in Scottsdale Education Center. In order 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 and 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, billed monthly, for a minimum of 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. **CANCELLATION POLICY:** 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 cancelling at least 24 hours ahead of their scheduled time, the student will not receive a make-up for that session. Another appointment may be scheduled, but will be charged at the Drop-In rate of \$48 for a semi-private or \$65 for a private session.** 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 or give proper notice, SEC is unable to fill that slot in the tutor's 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 21. SEC's second semester ends May 24. SEC will be closed Sept. 3, Nov. 21-25, Dec.21 – Jan 6, Feb 18, April 20 and May 27. **Hours of operation include Monday through Thursday, 10:00AM to 9:00PM and Saturday, 8:00AM to 3:00PM and Sunday, 12PM to 4PM. Tuition is not pro-rated, refunded, or credited for missed classes or holidays.** Summer hours start May 28, 2019. SEC will be closed in the summer July 1 – July 5. See Drop-In Pricing for Summer Pricing. SEC's school year tuition rates for On-Going Monthly Scheduled Sessions are:
One semi-private session per week - \$155 per Month; Two semi-private sessions per week - \$299 per Month;
Three semi-private sessions per week - \$445 per Month; Four semi-private sessions per week - \$593 per Month

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 \$55 per hour for Close-Out. **Cancellations for Private and Close-Outs require 48 hours' notice as a consideration for the tutor's schedules.**

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. Drop-In session package fees are: 4 Session - \$180; 8 Session - \$340; 12 Session - \$495
Single Drop-Ins are available at \$48 per session.

If a student does not show up for a session without cancelling at least 24 hours ahead of their scheduled time, the student will not receive a make-up for that session. Another appointment may be scheduled, but will be charged at the Drop-In rate of \$48.

Online Private Tutoring - \$65 per hour. Must be scheduled in advance.

Reading/Writing Program – 8 Sessions - \$340. Designed for students who have not historically been readers or who scored below 22 on ACT Reading or 560 on SAT Reading/Writing & Language and want to boost overall reading/writing skills and improve classwork quality and college prep results.

Middle School Reading/Writing Program also available.

(Initial)

(Initial)

Study Skills Program

Students at all levels will benefit from improved study and time management skills. The tutoring program offered at Scottsdale Education Center enables students of all ages to develop personal study and time management skills that work best for their individual learning styles and academic needs. In addition, students learn to work productively within the busy time schedules and constraints of today's family. -\$180 (includes comprehensive assessment, four sessions: Getting Organized/Planner, Taking Notes, Research, and Test Taking Strategies. Highly recommended that all students supplement this program with at least 8 hours of homework support.

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. -\$30 per hour (**minimum \$240 per month includes 2 hours per week plus weekly progress report**).

Diagnostic Testing / College Coaching

Diagnostic testing and assessments are available for Study Skills Improvement, National/Arizona Grade Level Assessment, SAT/ACT/AP/ SAT Subject test preparation, GED. Prices include the one hour assessment and post assessment consultation. All levels of college coaching are available with a plan of action determined after an initial consultation.

Study Skills Diagnostic and Consultation	- No Charge, approximately 1½ hour including consultation
Nationalized Grade Level Assessment	- No Charge per subject, 1-hour test & consultation
Subject Specific: Math, Reading, Writing	
SAT/ACT/PSAT Diagnostic & Consultation	- No Charge, approximately 4 hours plus consultation
College Coaching and Counseling	- \$85 per hour
BYU, Accuplacer, etc. Test Proctor Fee	- \$15 per test
HSPT Private High School Entrance Exam/GED	- \$50

Scottsdale Education Center Classes

SAT Class – Math and Reading/Writing	- \$495 4 weeks + \$50 Books/Materials
ACT Class – English, Reading, Math, Science	- \$495 4 weeks + \$50 Books/Materials
SAT/ACT Essay – one hour	- \$50
PSAT Class – Math and Reading/Writing	- \$395 (4 days) + \$50 Books/Materials
HSPT Private High School Entrance Exam	- \$295 (4 days)
How to Succeed in High School	- \$249 (4 days)

Additional Services

Online High School Support with Academic Coaching - \$30 per hour.

The policies described herein are required to preserve the quality of service at SEC. SEC does not guarantee an improvement in grades or test scores. 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/Guardian Signature _____ Date _____
Parent/Guardian 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 (required) _____

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

Student Cell _____ School Student Attends _____

Student Grade Level _____



Name of Student _____ Date: _____

Subject(s) for Tutoring:

- | | | |
|---|--|--|
| <input type="checkbox"/> Math | <input type="checkbox"/> Language Arts | <input type="checkbox"/> Study Skills |
| <input type="checkbox"/> Homework Support | | <input type="checkbox"/> Science _____ |
| <input type="checkbox"/> PSAT | <input type="checkbox"/> SAT/ACT | <input type="checkbox"/> Test Prep _____ |
| <input type="checkbox"/> Online Class Support | | <input type="checkbox"/> Other _____ |

Reason for Tutoring:

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

Goals for Tutoring:

Other Comments/Concerns?

How did you hear about SEC?



MANDATORY AUTOMATIC TRANSFER
AGREEMENT FOR CREDIT OR DEBIT CHARGE

Parent/Guardian Name: _____

For (name of student): _____

I request the privilege of making payments to Scottsdale Education Center, Inc. under the company's pre-authorized payment plan, and hereby request the company to withdraw said funds via electronic fund transfer.
(This is the recommended, most popular payment method.)

- Items to be drawn on or about the first of each month.
- Your debit or credit card statement will constitute a receipt.
- A service charge of \$25 will be charged for insufficient funds.

I will be paying by check/cash/card every month prior to services rendered. I understand that if I do not pay by the 7th of each month, the amount due on my account will be deducted from the credit card listed below.

Name as it appears on card (please print) _____

Type of card: Visa MasterCard American Express Discover

Credit Card #: _____

Expiration Date: _____ Security Code _____

Billing Street Address: _____

Zip Code: _____

Signature: _____ Date: _____

EMAIL: _____