



# Professional Tutoring, LLC

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## NINE-MONTH SAT PREPARATION COURSE 2014-2015 REGISTRATION AGREEMENT

**Student Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Home Phone:**

**Cell Phone:**

\_\_\_\_\_

**E-Mail address:**

\_\_\_\_\_

**Mother Name:**

\_\_\_\_\_

**Mother Address:**

\_\_\_\_\_

**Mother Office Phone:**

**Cell Phone:**

\_\_\_\_\_

**Mother E-Mail addresses:**

\_\_\_\_\_

**Father Name:**

\_\_\_\_\_

**Father Address:**

\_\_\_\_\_

**Father Office Phone:**

**Cell Phone:**

\_\_\_\_\_

**Father E-Mail addresses:**

\_\_\_\_\_

**School and Grade:**

\_\_\_\_\_

**Other Information:**

\_\_\_\_\_

\_\_\_\_\_

**How Did You Hear About Us?**

\_\_\_\_\_

**Course Goals:** Strong, knowledge-based preparation for SAT Reasoning Exam.

**Schedule:** Sundays, from September 14, 2014 through May 31, 2015  
(except for FCPS breaks and holiday weekends as announced)

Check preference: \_\_\_\_\_ 5:30–7:15 pm

\_\_\_\_\_ 7:30–9:15 pm

**Target Test Dates:** PSAT: October 2014  
SAT Reasoning Exam: May & June 2015

**Practice Testing:** One diagnostic SAT and at least three additional full practice exams (tests published by the College Board). Above schedule may change to accommodate testing.

**Materials:** Professional Tutoring’s SAT Preparation Workbook, Professional Tutoring’s SAT Notebook and the College Board’s Official SAT Study Guide.

**Fees:** Registration: \$500 due at registration (includes material fee), non-refundable

Tuition: \$275 monthly tuition, September 2014 – May 2015

Discount: \$175 discount offered if registration and total tuition is remitted by Sept. 1, 2014

Total: \$500 registration fee plus \$2475 = \$2975

Minus any discount = \_\_\_\_\_.

**Payment Terms:**

Space in class will be reserved upon submission of this Agreement and payment of registration fee.

Registration for the class commits the student and family to the full nine-month course fees.

Payment is due the first of each month, September through May. Payments received after the 7<sup>th</sup> of the month, will be assessed a \$25 late fee. Returned checks will be assessed a \$35 fee. In the event that Professional Tutoring, LLC does not receive payment within 30 days of its due date, the undersigned client will be responsible for all reasonable attorney and administrative fees incurred in the collections process, in addition to payment due. Interest will accrue at 1.5% per month (18% annually) from due date.

**Student Responsibilities:**

This course is based on the students improving their core knowledge of critical reading, vocabulary, algebra, geometry, essay writing, editing and grammar and the type of questions asked on the SAT. It is very important that each student study diligently – approximately one to two hours of homework and two hours of vocabulary review and practice each week. Parents may help by quizzing their children on vocabulary and using the newly acquired words at home.

The Professional Tutoring SAT Preparation Course is designed to prepare students for the SAT Reasoning exam and for college. Mature behavior is expected from students at all times. If the undersigned student’s behavior is incompatible with the interest, harmony, comfort or welfare of other students, s/he may be suspended and/or dismissed from the course. In such a case, the full contracted tuition and fees will be due as per this Agreement. No refunds will be provided.

**Make-ups:**

Professional Tutoring accommodates make-up sessions for individual students in extenuating circumstances (long-term illnesses/emergencies which result in missing three or more sequential classes). Make-ups are not provided for discretionary absences including extra-curricular activities, sports, and family obligations. Check website or email for weather related changes.

**Acknowledgements and Release**

It is understood that Professional Tutoring, LLC employs a number of professional staff and that different staff members may work with students on SAT Preparation, under the supervision of Julia Ross.

I authorize Professional Tutoring, LLC, to use any work completed by my student (or myself if over 18 years old) as part of the Professional Tutoring SAT Preparation Course, as well as any photos taken of my student (myself) during that course, in furtherance of the business of Professional Tutoring, LLC. The student will not be identified by last name and any identifying personal information will be changed to protect the student’s and family’s identity.

I acknowledge that I have read this Agreement and understand the nature of the services to be rendered and the applicable fees. I further acknowledge that I have been afforded the opportunity to discuss any questions about the terms of this Agreement before signing below.

**I agree to the terms outlined in this Agreement.**

**Signature:**

\_\_\_\_\_

**Parent**

\_\_\_\_\_

**Student**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Accepted by:**

\_\_\_\_\_

**Professional Tutoring, LLC**

\_\_\_\_\_

**Date**