



APPLICATION FOR ENROLLMENT 2016-17 SCHOOL YEAR

1240 116th Ave. NE, Suite 200 - Bellevue, WA 98004 www.MercerEducation.com T (425) 373-0870 F (425) 373-3243
Copyright © 1999 - 2017 by Mercer Education Group, Inc. All rights reserved

Please provide the following information as accurately as possible. We cannot process this application unless it has been filled out completely. Please complete one application for each person applying for enrollment at ME.

1. STUDENT/PARENT CONTACT INFORMATION

Applicant's Name (print clearly): _____ 漢字: _____

Address: _____ City _____ State _____ Zip _____

Cell: _____ Email: _____

Tel: _____ Wk. Tel: _____ Fax: _____

Permanent Contact Information (if not a US citizen/permanent resident or if the above-listed address is temporary):

Address: _____

Tel: _____ Cell: _____ Email: _____

Where applicant is a minor (less than 18 years old) or not personally paying tuition:

Mother's Name (print): _____ Father's Name (print): _____

Tel: _____ Fax: _____

Mother's Cell: _____ Work: _____ Email: _____

Father's Cell: _____ Work: _____ Email: _____

Parents' Permanent Address (if not the same as above): _____

Would it be OK for Mercer Education to send you invoices as PDF attachments via email? (Y/N) _____

2. ADDITIONAL STUDENT INFORMATION

In what grade during the 2016-17 school year? _____ Age: _____ School attending? _____ GPA: _____

SAT*, PSAT, TOEFL, ACT, or ISEE Score? (Verbal-Writing-Math if available) _____

Native English speaker? (Y/N) _____ Length of time in US? _____ Currently attending ESL classes? (Y/N) _____

Require classes be held off-site? (Y/N) _____ If "Yes," where? _____ (Off-site rates apply.)

Unless other arrangements are confirmed, all classes are held at MERCER EDUCATION. Is that OK? (Y/N) _____

Upcoming tests or other goals you are working to achieve? (Attach additional pages as necessary): _____

Has the applicant been diagnosed with behavioral problems or learning disabilities? (Y/N) _____

(If yes, please attach a brief description, including any special needs of which we should be aware. Please note that ME does not specialize in helping students with special learning needs due to physical, medical, or other conditions (ADD, ADHD, dysgraphia, dyscalculia, Asperger's, etc.) and may not be able to provide educational services in such cases.

Is there a particular teacher with whom you would like to work? _____

Are you still willing to take classes at MERCER EDUCATION if your preferred instructor is unavailable? (Y/N) _____

Other important information you would like us to know? (Attach additional pages as necessary): _____

*Test names & trademarks (SAT, PSAT, TOEFL, ACT, ISEE) are the property of the respective trademark holders, none of whom are affiliated w/Mercer Education or endorse its website, products or services.

3. PROGRAM SELECTION

Group Classes

Please enroll me for (check (✓) one or more):

<input type="checkbox"/> SAT VERBAL PREP <small>(READING & WRITING)</small>	<input type="checkbox"/> SAT MATH PREP
<input type="checkbox"/> ACT VERBAL PREP <small>(READING, ENGLISH, WRITING)</small>	<input type="checkbox"/> ACT MATH & SCIENCE PREP
<input type="checkbox"/> LANGUAGE ARTS & TEST PREP <small>(GRADES 3-9)</small>	<i>For summer programs, use our Summer Camp or Summer Classes Applications, not this one.</i>

College Prep Packages

Please enroll me for (check (✓) to select one):

<input type="checkbox"/> APPLICATION ESSAY WRITING <small>Indicate either Wed. 4pm option or Sat. 2:30pm option on page 3.</small>
<input type="checkbox"/> COLLEGE TRANSFER <small>Private 2-hour classes for students currently attending community colleges and planning to transfer to 4-year colleges.</small>
<input type="checkbox"/> COLLEGE ADMISSIONS PREP CAMP <small>4-week summer program to help with all aspects of the application process. (See camp materials for details.)</small>

Private Classes

(2-month sessions; start any time)

► For private classes of 2 or more students, list classmates: _____ / _____

For private classes, check (✓) boxes and fill in blanks to indicate details of private classes you are requesting. Depending upon teacher availability, subjects of instruction could include one or more of the following:

SAT Reading/Writing	Homework Help	Math	School Applications	ESL / TOEFL	MSP/HSPE
SAT Math	SAT Subject Tests	Chemistry	College Counseling	ITBS (English)	COGAT
ACT Reading/English	AP Tests (list subject)	Physics	ISEE/SSAT (English)	ITBS (Math)	Reading
ACT Math/Science	Language Arts	Biology	ISEE/SSAT (Math)	Nursing Test Prep	Writing

50-min. classes / number of classes per wk: _____

In what subject? _____

1'20"-min. classes / number of classes per wk: _____

In what subject? _____

1'50"-min. classes / number of classes per wk: _____

In what subject? _____

50-min. classes / number of classes per wk: _____

In what subject? _____

1'20"-min. classes / number of classes per wk: _____

In what subject? _____

1'50"-min. classes / number of classes per wk: _____

In what subject? _____

4A. STANDARD ENROLLMENT (not including any summer programs)

► I am available to begin regularly scheduled classes on or after (indicate precise date):

All group and private classes (not including "college prep packages" and summer camps) are invoiced and run as prescheduled 2-month blocks of classes, ongoing throughout the year (*Sept/Oct, Nov/Dec, Jan/Feb, Mar/Apr, May/June, or July/Aug.*) Exceptions include classes for students specifically enrolled on a short-term basis (see below) and those enrolling mid-session, for whom tuition is prorated from their first scheduled class. Except for July/August enrollment, which requires a separate application, enrollment during the school year is automatically renewed every two months unless students inform ME one week prior to the upcoming session that they are not continuing. (See ME's *Fee Schedule, School Policies* and course descriptions for details).

► Use the [Summer Classes Application](#) for ME's July/Aug classes and the [Summer Camps Application](#) for ME's 1-month summer camps.

4B. SHORT-TERM ENROLLMENT (to attend for less than two months)

Students may sign up for a specified number of classes on a one-time, short-term basis. As with any other ME class, students must include their \$200 deposit or prepayment with this application. The entire outstanding balance will then be due at the time of the first class. Please indicate start and end date availability details here:

► I am available to start on or after (indicate precise date): _____

► My classes at Mercer Education must end by** (list date): _____

► I would like no more than (total number) _____ classes at Mercer Education.

** List start and end dates and pay in full even when your end date is unknown at this time. If in doubt, list a smaller number of classes; you can fill out another application and apply for more classes when you are approaching the end date you listed on this application.

If on the prior pages you have requested us to schedule more than one class, would you like those classes to be on the same day or on separate days?

5. STUDENT AVAILABILITY

Reminder:

For summer camps, use ME's "Summer Camps Application"

For other summer classes, use ME's "Summer Classes Application"

Your classes will not commence and you will not be charged until we have communicated with you about available schedule options and you have approved the time(s) and the start date(s). If we are unable to schedule any classes, your deposit will be refunded.

FOR PRIVATE CLASSES

▶ Mark (✓) ALL time slots when you ARE available to attend.	▶ The more times you list, the more likely it is we can arrange a class.
▶ Indicate preferences by writing 1 st , 2 nd , 3 rd (choice), etc. in the time slots.	▶ <u>We cannot schedule classes</u> unless you complete this clearly as indicated.
▶ We will contact you ASAP to discuss possible schedules.	▶ If you are applying on a one-time short-term basis and your schedule will change over the course of several weeks, please attach copies of this page (initial each) as necessary, clearly indicating all dates.
▶ Schedules are confirmed and finalized only with your approval.	
▶ We will refund you if we cannot provide a teacher at a time you've OK'd.	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-8:30am	e.g., ✓ or 1 st	e.g., ✓ or 2 nd	e.g., ✓ or 3 rd				
8:30-9am	e.g., ✓ or 1 st	e.g., ✓ or 2 nd	e.g., ✓ or 3 rd				
9-9:30am	e.g., ✓ or 1 st	e.g., ✓ or 2 nd	e.g., ✓ or 3 rd				
9:30-10am							
10-10:30am							
10:30-11am							
11-11:30am							
11:30-12pm							
12-12:30pm							
12:30-1pm							
1-1:30pm							
1:30-2pm							
2-2:30pm							
2:30-3pm							
3-3:30pm							
3:30-4pm							
4-4:30pm							
4:30-5pm							
5-5:30pm							
5:30-6pm							
6-6:30pm							
6:30-7pm							
7-7:30pm							
7:30-8pm							
8-8:30pm							
8:30-9pm							

FOR GROUP CLASSES

Indicate schedule preferences for group classes by writing 1st, 2nd, 3rd, etc. for all the times when you are available to attend.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3:30-5:20pm	3:30-5:20pm	3:30-5:20pm	3:30-5:20pm	3:30-5:20pm	9-10:50am	9-10:50am
4:00-5:50	4:00-5:50	4:00-5:50	4:00-5:50	4:00-5:50	10:00-11:50	10:00-11:50
4:30-6:20	4:30-6:20	4:30-6:20	4:30-6:20	4:30-6:20	11:00-12:50	11:00-12:50
5:00-6:50	5:00-6:50	5:00-6:50	5:00-6:50	5:00-6:50	12:00-1:50	12:00-1:50
5:30-7:20	5:30-7:20	5:30-7:20	5:30-7:20	5:30-7:20	1:00-2:50	1:00-2:50
6:00-7:50	6:00-7:50	6:00-7:50	6:00-7:50	6:00-7:50	2:00-3:50	2:00-3:50
6:30-8:20	6:30-8:20	6:30-8:20	6:30-8:20	6:30-8:20	3:00-4:50	3:00-4:50
7:00-8:50	7:00-8:50	7:00-8:50	7:00-8:50	7:00-8:50	4:00-5:50	4:00-5:50

For **APPLICATION ESSAY WRITING**, select ONE of the following options:

Wednesday 4-6:30pm for 8 weeks
Starts either 9/13/17 or 9/20/17 TBD

Saturday 2:30-5pm for 8 weeks
Starts either 9/9/17 or 9/16/17 TBD

How did you hear about MERCER EDUCATION?

If you heard about Mercer Education through a friend, please let us know who referred you to us (list just one friend/student's name): _____ . If that student is still attending classes at Mercer Education, that student will receive a \$30 credit (not cash payment) towards classes at ME for introducing us. Please tell your friends as well – we appreciate those referrals! Did you learn about ME through some other source (e.g., web search, newspaper ad, mailed brochure)? Which? _____

6. STUDENT AGREEMENT

In order to process this application, Mercer Education requires a \$200 deposit (cash or check, not credit card). Additional deposit requirements may apply for students attending summer classes, for individuals or families taking four (4) or more hours of classes per week or in other situations, in which case ME will inform those students in advance. New students must also pay a one-time \$40 non-refundable registration fee which will be included on their first bill. When a student withdraws from classes or after a student's last scheduled class, tuition deposits will be refunded according to ME's School Policies. If ME cannot schedule a class, ME will update the student as quickly as possible and return the deposit to the student.

I have included my \$200 deposit with this application. (Y/N) _____

I already have a \$200 deposit on file with Mercer Education. (Y/N) _____

1. I have read and I understand the forms and brochures explaining MERCER EDUCATION'S registration fee, deposit requirements, tuition rates and late fees as well as all policies regarding but not limited to enrollment, scheduling, absences, refunds and withdrawal from classes. These forms include MERCER EDUCATION'S *Fee Schedule*, MERCER EDUCATION'S *School Policies*, and this *Application for Enrollment*. I agree to the terms and rules stated in these documents.
2. I understand that, although MERCER EDUCATION may provide me with foreign-language versions of MERCER EDUCATION'S *Fee Schedule*, MERCER EDUCATION *School Policies*, and this *Application for Enrollment* for my convenience, the English-language versions will take precedence and only these English-language versions will carry legal weight in the event of any dispute or disagreement.
3. I understand that sometimes disputes arise regarding money owed for services rendered and agree that any such disputes between MERCER EDUCATION and me will be adjudicated in King County in the State of Washington.
4. I understand that, although I and/or my child may have enrolled at MERCER EDUCATION with the hope of improving personal, professional, or academic skills and performance at work or at school, there are many factors that come to bear in such cases. MERCER EDUCATION has made no guarantee regarding results which may include tests, presentations, applications, or grades for papers, projects or classes. As such, I will not seek refunds, damages, or other forms of redress from MERCER EDUCATION, its officers, owners, agents, teachers or employees on the basis of my or my child's personal, professional, or academic performance or application results in any context or venue.
5. I understand that this agreement represents the entire understanding between MERCER EDUCATION and me and may not be modified except in writing. This agreement shall be governed under the laws of the State of Washington.

Application cannot be processed without signatures and dates here:

Parent / Guardian / Supervisor (Print Name)

Student (Print Name)

Parent / Guardian / Supervisor (Signature)

Student (Signature)

Date: _____

Date: _____

Note: For companies commissioning MERCER EDUCATION to work with their employees, an authorized supervisor or manager should print and sign his/her name as should the employee enrolling for classes. Below, please provide company contact information regarding whom to contact should that manager or supervisor leave the company's employment.

Supervisor/manager print and sign name

Date

Employee print and sign name

Date

Company contact information: _____
(Attach additional sheet if space is needed)