



SUMMER CLASSES APPLICATION

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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.

▶ To apply for ME's summer camps, please use the "[Summer Camp Application](#)." ◀

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 in school in the coming September? ____ 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

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

Group Classes

SAT VERBAL PREP
(GRADES 9-12)

ACT VERBAL PREP
(GRADES 9-12)

LANGUAGE ARTS &
TEST PREP (GRADES 3-9)

SAT MATH PREP
(GRADES 9-12)

ACT MATH/SCIENCE PREP
(GRADES 9-12)

For camps, please use our "Summer Camp Application" – not this one.

Private Classes

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

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? _____

1'20"-min. classes / number of classes per wk: _____
In what subject? _____

1'50"-min. classes / number of classes per wk: _____
In what subject? _____

1'50"-min. classes / number of classes per wk: _____
In what subject? _____

4. JULY-AUGUST ENROLLMENT POLICY

During the summer, students' private and group classes (not including camps) at Mercer Education are invoiced and run as a prescheduled 2-month block of classes for July and August. However, in order to accommodate the summer scheduling needs of its clients, MERCER EDUCATION makes one significant exception to its cancellation policy for private and group classes (though not for its summer camps) as follows: if students clearly inform ME on their applications for private or group summer classes that they will have to miss one or more classes on certain dates (e.g., "blacking out" a week in July and two weeks in August because of vacations or schedule conflicts), ME will not charge for classes that would have occurred on those dates. However, 1) ME typically cannot accommodate very complicated requests that involve extended or multiple student absences and will have to confirm the workability of each such request on a case by case basis prior to the start of classes, 2) such accommodations will only be provided to students who have clearly listed the "blackout" dates on their applications, which they must submit with their deposit before any summer classes can occur, 3) once they have submitted their applications, students will not receive any refunds or credits for changes to those cancellation dates or if they inform ME of additional cancellation dates, and 4) there will be no refunds for additional student absences from summer classes for anyone who has already listed specific "blackout" dates on which he or she cannot attend. In other words, if you take advantage of this tuition policy exception, please realize that there will be absolutely no other refunds for absences beyond what you listed on your application to ME.

► I am available to attend starting on (indicate date if you cannot start on July 1st): _____

► I cannot attend the July-August session on the following dates (list all dates inclusive): _____

5. STUDENT AVAILABILITY

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
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						

FOR GROUP CLASSES

For group classes - SAT Verbal Prep, SAT Math Prep, Language Arts and Test Prep, and Math and Problem Solving - indicate schedule preferences by writing 1st, 2nd, 3rd, etc. for all the options listed below when you are available to attend.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3:10-5:00pm	3:10-5:00pm	3:10-5:00pm	3:10-5:00pm	3:10-5:00pm	9-10:50am
3:40-5:30	3:40-5:30	3:40-5:30	3:40-5:30	3:40-5:30	10:00-11:50
4:10-6:00	4:10-6:00	4:10-6:00	4:10-6:00	4:10-6:00	11:00-12:50
4:40-6:30	4:40-6:30	4:40-6:30	4:40-6:30	4:40-6:30	12:00-1:50
5: 10-7:00	5: 10-7:00	5: 10-7:00	5: 10-7:00	5: 10-7:00	1:00-2:50

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? _____

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 *Summer Classes Application*. 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 *Summer Classes Application* 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 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)