



APPLICATION FOR ENROLLMENT 2020-21 SCHOOL YEAR

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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.

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 2020-21 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.)

Until further notice, all classes are conducted remotely via Zoom video conferencing software. Is that OK with you? (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

Comprehensive, Long-term Programs

Convenient 2-Month Sessions

Rolling Admission

Group Classes

Check (✓) the class(es) you wish to enroll in.

<input type="checkbox"/> SAT VERBAL	<input type="checkbox"/> SAT MATH	<input type="checkbox"/> CHEMISTRY	<input type="checkbox"/> CALCULUS	<input type="checkbox"/> LANGUAGE ARTS
<input type="checkbox"/> ACT VERBAL	<input type="checkbox"/> ACT MATH/SCI	<input type="checkbox"/> PHYSICS	<input type="checkbox"/> COLLEGE APPLICATION ESSAY WRITING	

Private Classes

Check (✓) one or more options and list details.

Depending upon teacher availability, subjects could include:

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 & Writing
ACT Math/Science	Language Arts	Biology	ISEE/SSAT (Math)	Nursing Test Prep	College Transfer

(see p. 3)

► For **MATH** tutoring, indicate level (e.g., 7th grade math, Algebra I, Geometry, Algebra II, Pre-calculus, Calculus AB, IB Calculus, etc.): _____

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. ENROLLMENT – STANDARD

► I am available to begin weekly classes on or after (indicate date): _____

During the school year, group and private classes (not including *Application Essay Writing*) 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.*) 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. 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 summer applications for any summer programs.

4B. ENROLLMENT – SHORT-TERM

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? _____

► For private classes of 2 or more students, list classmates with whom you wish to attend:
 _____ / _____ / _____

5. STUDENT AVAILABILITY

► On the grid below, 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 (✓) schedule preferences by writing 1st, 2nd, 3rd, etc. for all the times when you are available to attend.

► 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.

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

- Wednesday 4:30-7pm** for 8 weeks, starts either 9/16/20 or 9/23/20 TBD
- Saturday 2:30-5pm** for 8 weeks, starts either 9/12/20 or 9/19/20 TBD

► *Chemistry, Calculus & Physics group classes will be held on Saturdays or Sundays.*

► *Most SAT and ACT group classes will be on weekends, but there will likely be a few on weekdays.*

► *The more times you list, the more likely it is we can arrange a class.*

COLLEGE TRANSFER COUNSELLING

Package of eight (8) 1'50" private classes, schedule to be worked out in advance (see course description for details)

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)