

Important Policies to Keep in Mind

1. **STUDENT DEPOSIT** – ME handles the \$200 student deposit separately from all tuition payments and refunds it to each student upon the completion of his/her classes at ME. Please see our “School Policies” for details.
2. **AUTOMATIC RE-ENROLLMENT** - To avoid the hassle of reapplying for classes every two months, all students (except those enrolled in ME’s summer camps, College Application Essay Writing, and those specifically enrolled on a short-term basis) are automatically re-enrolled for classes for each subsequent 2-month session. Students may elect to withdraw from classes at the end of the 2-month session in which they are currently enrolled, but they must do so at least one week in advance of the upcoming session and in writing (not by email or verbal notification) to Mercer Education. Please plan accordingly, see ME’s “School Policies” for details, and communicate with ME in advance to avoid incurring unwanted costs.
3. **TUITION POLICY** – ME *does not* provide refunds for student absences, though ME instructors will try their best to reschedule classes whenever necessary. Please contact your instructor(s) directly if you cannot attend your scheduled class, and see ME’s “School Policies” and p. 2 here for more details on make-up classes and rescheduling.
4. **GUARANTEES** – ME does not make guarantees about test grades or other outcomes of our classes, though we will do our best to ensure that each student has a positive and productive learning experience at ME.

請注意重要的規定:

1. **學生訂金** ME 會將兩百元的學生訂金和它的學費分開處置,並在每個學生完成他的所有課程時全額退還。詳情請看我們的“School Policies”。
2. **自動再註冊** 為了避免每兩個月就要註冊一次的麻煩,每兩個月 ME 會為所有的學生(夏令營,大學申請寫作班,和短期課程的學生除外)自動再註冊。如果學生們想要停止課程,請在兩個月的課程快結束時,事先以文件告知我們(不能以電子郵件或口頭通知)。計劃其它活動時,請注意上課的時間,並與 ME 事先溝通好,以避免帶來不必要的損失。詳情請看我們的“School Policies”。
3. **學費規定** 學生缺席時,ME 不退還學費。然而必要時,ME 的老師會盡量重新安排上課的時間。如果學生們需要重新安排上課時間,請直接聯絡你們的老師。詳情請看我們的“School Policies”和 p. 2 關於重新安排上課時間以及補課資訊。
4. **保證** ME 不保證考試成績或任何班別授課成效,然而我們會竭盡所能,以確保每一個學生在 ME 有正面且積極的學習經驗。

학원 정책에 관한 중요한 사항

1. **학생 보증금** ME 는 \$200 학생 보증금을 수업료와 별개로 분리 관리하고 있습니다. 이 보증금은 학생이 ME 에서의 모든 수업을 마쳤을때 환불 됩니다. 부디 “학원 정책” 관련사항을 숙지 하시기 바랍니다.
2. **자동 등록 연장** 두달마다 새로 등록해야 하는 번거로움을 피하기 위해 수강중인 모든 학생들은 (여름 캠프, 대학 지원 논술 작성, 단기간 수강생 제외) 두달마다 ME 에 자동등록이 됩니다. 학생들은 자신이 수강하고 있는 두달 단위 수업을 종료하고자 할시에는 반드시 서문 (전자우편이나 구어 불가)으로 새로시작 하는 학기 최소 일주일 전에 수업중단 요청을 학원으로 해주시길 부탁드립니다. 불필요한 수업료의 납부를 피하시려면 ME 의 “학원 정책” 을 참조하시어 반드시 미리 계획을 세우시고 ME 와 사전에 상의를 해 주시기 바랍니다.
3. **수업료 방치** ME 의 교사들은 보강수업이 이루어지도록 최선을 다하고 있습니다. 하지만 ME 는 학생의 결석으로 인한 수업료 환불을 제공하지 않습니다. 예정된 수업을 참석하지 못할 경우에는 부디 ME 에 “학원정책”과 p.2 에 보강수업 및 스케줄 재조정 관련사항을 숙지하시며, 담당 교사와 직접 연락을 취하시길 부탁드립니다.
4. **학습 결과 장담 불가** ME 는 학생들이 최고의 학습경험을 할수 있도록 최선의 노력을 다하지만시험 성적을 포함한 모든 수업에 관한 학습결과를 장담해 드리지는 않습니다.

M i s s e d C l a s s e s

ME doesn't provide refunds for student absences.

However, if you have to miss a scheduled class...

1. Try to let us know as early as possible; private class instructors sometimes may be able to reschedule when given sufficient advance notice, though this is not guaranteed by Mercer Education and will depend on teacher availability and is always at the teacher's discretion.
2. We will send you class notes and any handouts/assignments from missed group classes.
3. If rescheduling of a missed private class is not an option OR if you miss a group class, contact Mercer Education about make-up class options.

Make-up for a missed class could take three forms...

1. Attendance of a make-up group class.
2. Supplemental SAT or ACT test taken at ME under test-like conditions.
3. An SAT, ACT, or "personal statement" writing assignment with detailed teacher feedback and suggestions for revision.

Rescheduling or attending a make-up group class may be possible, but...

1. Confirm with ME in advance that a make-up group class option is available.
2. Make-up/reschedules need to take place within two weeks of originally scheduled class.
3. Verbal group students requesting make-ups can attend Verbal groups.
4. Math/science group students requesting make-ups can attend Math/science groups.
5. Communicate early so we have time to get you the make-up class assignment/notes.
6. We will try our best to provide these make-up options, but choices may be limited and we make no guarantees about all options being available at all times. Make-up options for younger students may also be limited if they are too young to take the SAT or ACT.