



APPLICATION FOR ENROLLMENT 2023-24 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 _____

Tel: _____ Cell: _____ Email: _____

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

Address: _____ City _____ State _____ Zip _____

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

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

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

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

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

2. ADDITIONAL STUDENT INFORMATION

In what grade during the 2023-24 school year? _____ Age: _____ School attending? _____ GPA: _____

SAT*, ACT, TOEFL, or SSAT/ISEE Score? (provide sub-scores if available) _____

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

Some ME classes are conducted **IN PERSON**, while some are conducted **REMOTELY VIA ZOOM**. So that we are clear about *your preferences*, please indicate (✓) whether you would prefer **in-person classes** or **remote Zoom classes** .
Are you willing to enroll in classes with us if your preferred option is not available? (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

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

▶ *ACT Verbal and Math/Science group classes generally are held on Saturdays.*

▶ *Most SAT and LA group classes meet on weekends, but there usually are several on weekdays, too.*

<input type="checkbox"/> SAT VERBAL	<input type="checkbox"/> SAT MATH	<input type="checkbox"/> LANGUAGE ARTS
<input type="checkbox"/> ACT VERBAL	<input type="checkbox"/> ACT MATH/SCI	-----
<input type="checkbox"/> COLLEGE APPLICATION ESSAY WRITING		<input type="checkbox"/> WRITING FUNDAMENTALS (high school)

For **COLLEGE APPLICATION ESSAY WRITING** (see course description for details), select one of the following:

<input type="checkbox"/> Saturday 9:30-noon for 8 weeks, starts either 9/9/23 or 9/16/23 TBD.	<input type="checkbox"/> Weekday afternoon, day/time TBD, 8 weeks, starts approximately 9/13/23 or 9/20/23.
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Private Classes

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

Depending upon teacher availability, subjects for private classes could include English, Math, Application Assistance, Chemistry, SAT prep, History, etc. Please provide key details. For example, do not just list "homework help"; we need to know the subject, e.g., AP US History. Likewise, do not just write, "Math." Rather, indicate "Algebra II," "Calculus BC," "Geometry," "middle school math," etc. Private classes are highly customized, and we need details of what you are requesting so we can determine whether we can help and who would be the most suitable instructor.

<input type="checkbox"/> 50-min. classes / number of classes per wk: _____ In what subject? _____	<input type="checkbox"/> 50-min. classes / number of classes per wk: _____ In what subject? _____
<input type="checkbox"/> 1'20"-min. classes / number of classes per wk: _____ In what subject? _____	<input type="checkbox"/> 1'20"-min. classes / number of classes per wk: _____ In what subject? _____
<input type="checkbox"/> 1'50"-min. classes / number of classes per wk: _____ In what subject? _____	<input type="checkbox"/> 1'50"-min. classes / number of classes per wk: _____ In what subject? _____

For **COLLEGE COUNSELING PACKAGE**, select one of the following:

<input type="checkbox"/> PACKAGE A	<input type="checkbox"/> PACKAGE C	<input type="checkbox"/> PACKAGE E	<input type="checkbox"/> PACKAGE G
<input type="checkbox"/> PACKAGE B	<input type="checkbox"/> PACKAGE D	<input type="checkbox"/> PACKAGE F	<input type="checkbox"/> CCP-S

▶ If 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:
 _____ / _____ / _____

▶ Your classes will not commence and you will not be charged until we have provided you with a schedule proposal and you have approved the time(s) and the start date(s).

4A. ENROLLMENT – STANDARD (WEEKLY, ONGOING)

▶ 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 and College Counseling Packages*) are invoiced and run as prescheduled 2-month blocks of classes, ongoing **weekly** through the school year (*Sept/Oct, Nov/Dec, Jan/Feb, Mar/Apr, May/June.*) unless specifically requested and documented. Exceptions include classes for students 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).

4B. ENROLLMENT – SHORT-TERM

Students may sign up for a specified number of classes on a one-time, short-term basis. Tuition is due in full prior to the first class, and ME's admin staff will update students/parents regarding due dates. Please indicate availability details here:

- ▶ I am available to start on or after (indicate precise date): _____
- ▶ My classes at Mercer Education must end by** (list date): _____
- ▶ (optional) I would like no more than (total number) _____ classes at Mercer Education.

** List start and target end dates and pay in full even when your end date is uncertain 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.

5. STUDENT AVAILABILITY

▶ On the grid below, check off (✓) **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.

	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							

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

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

Students and their parents are welcome to make payments online via the payment portal on ME's website, by check via USPS or by cash or check in person. In cases when students are enrolling for a substantial number of hour of classes per week but wish to pay by cash or check rather than electronically, Mercer Education may require payment in advance. New students must also pay a one-time \$40 non-refundable registration fee which will be included on their first bill.

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)