



# Enrollment Form

<b>Student Name:</b>	
<b>Parent(s) Name:</b>	
<b>Street Address:</b>	
<b>City:</b>	
<b>Zip Code:</b>	
<b>Home Phone:</b>	
<b>Parent Cell Phone:</b>	
<b>Student Cell Phone:</b>	
<b>Parent E-mail: (for progress reports)</b>	
<b>Student E-mail:</b>	

## SCHOOL AND STUDENT INFORMATION

<b>Enrolling for: (Circle One)</b>	SAT ● SAT II ● ACT ● Academic Test Prep Academic Tutoring ● Writing Workshop ● College Essay Writing	
<b>Package or Hourly?</b>	Package (please indicate which one)	Hourly
<b>School and Class:</b>		
<b>Siblings:</b>		
<b>Referred By:</b>		
<b>Please describe any special situations:</b>		

## BILLING INFORMATION (ALL FIELDS REQUIRED)

<b>Type of Credit Card: (circle one)</b>	<input type="checkbox"/> Check this box if you DO NOT wish us to charge your credit card
Visa   Mastercard   AmEx   Discover	(will be used only if payment is delinquent 30 days)
<b>Credit Card number: (required)</b>	
<b>Card Verification Code: (AmEx-front, others-back)</b>	
<b>Expiration Date</b>	
<b>Name on credit Card:</b>	
<b>Alternate Address for billing (if applicable):</b>	

Please read and print all pages and, after signing, fax to: (818) 995-7993.

## AGREEMENT

This letter sets out our agreement for the educational services to be provided to your child as well as the fees relating to these services. Please peruse this letter and, if everything meets with your satisfaction and accurately describes the services and the terms for payment incurred, please sign it and return it via fax to The Prep School.

You have asked The Prep School to provide educational services to your child. The educational services to be provided by The Prep School tutors include one-on-one tutoring tailored specifically for the needs of your child. We will use our best efforts, proven techniques, and time-tested materials to prepare your child for the classes or tests for which he/she is being tutored. You understand, however, that The Prep School, LLC cannot guarantee, and will not be held responsible for, any particular result.

The Prep School will perform these services and will keep you informed of your child's progress and developments, and respond promptly to your inquiries and communications. In return, you will cooperate with The Prep School to the extent necessary to complete the services described in this letter; keep The Prep School reasonably informed of developments or changes to your address, telephone numbers, timely make any payments required by this agreement, and abide by the cancellation policy.

The Prep School will endeavor to keep you apprised in the event of any significant change to the scope of the work that will have a significant impact on the cost of the services to you.

The Prep School will send you a statement the first week of each month indicating each tutorial session, materials, and any current balance owed. You agree to pay The Prep School the balance in full within 15 days after you receive your invoice. If we do not receive payment within 15 days of your receipt of invoice, the outstanding balance will be charged a finance charge of 1.75% monthly. The Prep School will continue to conduct normal tutorial sessions as long as payments are made in a timely fashion. The Prep School reserves the right to suspend services if payments are not made in a timely fashion.

## CANCELLATION POLICY

Due to the highly personalized nature of the educational services provided by The Prep School, and the courtesy we extend to you by not charging for travel-related expenses, The Prep School maintains a strict cancellation policy. In the event you need to re-schedule a tutorial session, ***twenty-four (24) hours advance notice is required. You must contact your tutor by phone or, if it is during business hours, your local Prep School office.***

If notice is given less than 24 hours in advance, The Prep School will charge a late cancellation fee of \$25 each time such notice is not given.

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In the event your Prep School tutor arrives at your home (or other agreed upon location) for a regularly scheduled tutorial session, has not received any notice of cancellation, and your son or daughter fails to attend, ***then you will be charged for the entire scheduled session time.***

### **COMPLAINTS**

In the event that you have a problem with your Prep School tutor, please notify the office immediately. It is important for us to be made aware of any problems with a tutorial so that they can be addressed at an early stage. We will gladly reschedule, re-assign, or reimburse for any unsatisfactory tutorial sessions of which we are notified within 2 days, and that is the full extent of our liability. If we are not notified within that time, we must assume the session was satisfactory and can no longer offer any compensation.

This agreement supersedes all prior agreements between you and The Prep School, and will stay in effect until terminated in writing by you or The Prep School. If you have any questions regarding the foregoing, please do not hesitate to contact us. We look forward to establishing a long and mutually beneficial relationship with you, and to providing your child with the highest quality tutorial services available.

The fees agreed upon for educational services provided by The Prep School include:

#### **Hourly Rates:**

Virtuoso Academic Tutoring	\$ 65.00
Virtuoso Academic Tutoring (more than one hour per week)	\$ 55.00
Virtuoso Test Prep Tutoring:	\$ 90.00
Test Prep Tutoring:	\$ 75.00

Materials (if applicable): \$ (price of books)

Package Prices are available as well.

Please call if you wish to inquire.

We have read the foregoing terms for the provision of educational services by The Prep School, LLC and agree to such terms and conditions this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_