

Registration

Today's Date _____

Student Info:

Student Name _____

Address _____

City, ZIP _____

Student home phone _____

Student cell phone _____

Student Email _____

What school do you attend? _____

Age/Year of Graduation: _____

Parent Info:

Parent or Guardian name _____

Parent or Guardian phone _____

Parent or Guardian email _____

Preferred method of contact _____

Where did you hear about Continuum Learning Center? _____

For office use only:

Courses: _____

Scheduled times: _____

Tutor: _____

Contract

Billing and Payment:

- Test prep courses (SAT, ACT, etc) have regularly scheduled classes, the dates of which are scheduled and announced in advance. There are no refunds for missed classes. If a student misses a session and wishes to schedule a private make-up class for the material missed, there will be an additional charge of \$_____ per hour for each make-up session.
 - Small group and private tutoring sessions are scheduled and billed up-front on a monthly basis as noted in this contract.
 - Students enrolling in After-School Advantage in the middle of the month will pay the pro-rated amount of \$_____ per week for the first month. Subsequent payments are due in full on the first of the month.
-
-

Cancellation/No-Show Policy:

Continuum Learning Center is committed to providing highly-qualified and professional tutors for our students. We schedule and commit our professional resources on an as-needed basis and specifically for your session. Therefore, we must be notified via telephone **at least 24 hours in advance** if your student will not be able to attend his or her scheduled session. *In the case of a late cancellation or a no-show you will be charged the normal rate for that session.* We understand that emergencies arise that might preclude a 24-hour notice and we will make all efforts to work with you in those extreme circumstances.

Internet & Cell Phone Use Policy:

Continuum Learning Center is committed to the safety of your child and therefore must restrict their internet use. Students will have access to computers for use in completing assignments and doing research. They may also use the computers for enrichment games that are on websites approved by Continuum Learning Center (see list posted in computer lab). Students may **NOT** use computers to check personal email or visit social networking websites such as My Space or Face Book.

Cell phones must be turned off during all sessions including After-School Advantage. When a student needs to use a cell phone, he/she should move to the lobby or outside of the building to do so.

Participation:

I understand that participation in the Continuum Learning Center program does not alone guarantee my success in school or on standardized tests but that I am personally in charge of my own academic success and learning. While Continuum Learning Center will help me acquire the tools I need to achieve, I know that my full commitment to and active participation in this course is the key to my achievement.

Student signature: _____ **Date:** _____

Parent signature: _____ **Date:** _____