



Tutoring • SAT/ACT Prep • Study Skills • Credit Recovery  
Professional Tutorial Service & Accredited Academy

**ENROLLMENT APPLICATION**

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Parents' or Guardians' Names \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian E-mail \_\_\_\_\_ Primary Phone # \_\_\_\_\_

Employer(s) \_\_\_\_\_ Work Phone (Mom) \_\_\_\_\_

Parent's Contact Cell phone \_\_\_\_\_ Work Phone (Dad) \_\_\_\_\_

School student is attending now (if applicable) \_\_\_\_\_ Grade Level \_\_\_\_\_

In what area(s) of academics are you seeking assistance? \_\_\_\_\_

(If school course) Textbook Title \_\_\_\_\_ ISBN# \_\_\_\_\_

If E-class and/or online textbooks, note here your USERID \_\_\_\_\_ and PASSCODE \_\_\_\_\_

***I authorize TLC to access my student's E-Class information for educational purposes only during learning sessions and in order to visit the classroom teacher's webpages, view assignments, worksheets and learn about course expectations. PARENT'S INITIALS \_\_\_\_\_***

***(If virtual sessions) SKYPE contact ID & phone #/email \_\_\_\_\_***

If the student has any learning differences about which we should be aware, please explain \_\_\_\_\_

Have you ever used a tutor or learning center before? \_\_\_\_ If yes, who, when, and in what area of academics? \_\_\_\_\_

Please circle days and times when this student can attend sessions:

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
afternoon	afternoon	afternoon	afternoon	afternoon	morning	afternoon
evening	evening	evening	evening		afternoon	evening

How did you hear about **Total Learning Concepts** or who referred you? \_\_\_\_\_

Conference dates and times: \_\_\_\_\_

**OFFICE USE ONLY**

**Initial fees paid upon enrollment:**

Date: \_\_\_\_\_  
Check # \_\_\_\_\_ / Cash / Visa / M/C / Discover (circle one)  
CC last 4 # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Total amount paid \_\_\_\_\_

## Center Guidelines

- \_\_\_\_ 1) It takes time for a student to improve skills and reach the academic goals set. It is imperative that each student consistently attend all sessions scheduled during the recommended time frame for significant improvement to be realized. Only an emergency should prevent a student from attending his or her regularly scheduled sessions.
  
- \_\_\_\_ 2) **TLC** asks each parent for their support in the tutorial or test preparation process. Students benefit by seeing that **Total Learning Concepts** and their parents are a united team, working towards their best interest. **TLC** appreciates any feedback, positive or negative, a client can provide regarding sessions. Since what is accomplished in each session is documented, together we can look at this documentation and determine session and instructor effectiveness.
  
- \_\_\_\_ 3) It is important for students to begin sessions on time in order to obtain maximum benefit from the instruction provided. Beginning sessions late causes students to be unprepared and behind upon beginning the session and is disruptive to the instructor and other students' learning process.
  
- \_\_\_\_ 4) Students who attend in-person sessions are to arrive to the center 5-10 minute prior to and depart within 5-10 minutes after each session. Upon arrival, each student is to check-in with the receptionist and proceed to their assigned room when directed. Students who have not been picked up within 15 minutes of closing will be invoiced \$30/hour for after-hours supervision. TLC accepts no liability or responsibility for a student once he/she exits the door of our center. For TLC students enrolled for virtual sessions, see the attached virtual session guidelines.
  
- \_\_\_\_ 5) After a young student has attended several sessions, please allow him or her to proceed to the assigned tutorial room without the accompaniment of a parent. This will build the student's confidence and result in less traffic and congestion in the hallway.
  
- \_\_\_\_ 6) **TLC's** instructors are not available to consult with parents between or during sessions, being that sessions begin on the hour and the instructor is teaching during the session time. If a parent has a concern, question, or comment regarding their student's TLC individualized program, it is to be communicated to a TLC Director by email or completing and submitting a written Concern Form. A Director will contact the parent within 1 working day.
  
- \_\_\_\_ 7) No food or beverage except water is ever allowed to be brought in by a student into any of the tutorial rooms. A trash can is located in the reception area for the disposal of these items before entering the instructional room.
  
- \_\_\_\_ 8) **TLC** will conduct periodic 20-minute conferences at no fee with parents/guardians to review the student's academic progress and plan for subsequent months. The days and times for conferences will be mutually agreed upon. Conferences that go beyond 30 minutes will be invoiced @ \$45 per half hour. A 24-hour notice is required to reschedule a conference, otherwise a \$30 no show fee will be invoiced to your account.
  
- \_\_\_\_ 9) Students enrolled for subject tutoring in school courses are to be prepared with:
  - \* Course syllabus                      \* School textbooks, laptop, electronic notepad, data cable
  - \* Course notebook                    \* Paper, pencil, calculator                      \*Completed/attempted homework
  - \* Academic planner (paper or electronic)                      \*Printed online assignments
  
- \_\_\_\_ 10) Cell phones, IPODS, and any other electronic devices must be turned off during sessions, unless being used for learning purposes. Social phone calls, emailing, texting, tweeting, etc. are prohibited during sessions.

## Student Enrollment Agreement

This is an agreement between **Total Learning Concepts** and \_\_\_\_\_ (client) for the instruction of \_\_\_\_\_ (student). By reading and signing the indicated space, I agree to the following:

- \_\_\_\_\_ 1) Enrollment, assessment, tuition, course and/or workshop fees for **TLC**'s services are based on my student's individualized program. I have agreed to these fees and understand they are nonrefundable.
- \_\_\_\_\_ 2) I, the parent/guardian, agree to be supportive of **TLC** in the tutorial process and become a team member dedicated to the educational process on behalf of my student.
- \_\_\_\_\_ 3) I, the student, agree to work to the best of my ability and work cooperatively with **TLC**. I will always be honest in the feedback I provide to my parents and teachers about the content of my sessions. Additionally, I agree to take responsibility for my academic effort and results and stand accountable for my progress. Lastly, I understand that currently my primary job is to be a student.
- \_\_\_\_\_ 4) Tuition is billed in advance and is due by the **24<sup>th</sup> day of the preceding month for sessions reserved during the following month**. A **LATE FEE OF \$15** will be charged to my account for any payment received after the **26<sup>th</sup>** of the month and for each month thereafter that my account remains unpaid. A **3% or \$5** handling fee, whichever is greater, is added when my credit card is processed manually. A **\$35 FEE** will be charged to my account if any of my checks are returned to **TLC** by our banking institution.
- \_\_\_\_\_ 5) Upon enrollment or returning to a tutorial schedule, credit card information or a check for my student's last month's fees is required to be placed on file in order to automatically reserve sessions on the same day and time and with the same instructor each week of each month and also to insure tuition is paid. If my account is left unpaid on the **28<sup>th</sup> OF THE MONTH**, the following month's tuition and any unpaid previous fees will be processed using the credit card information I placed on file or my last month's tuition check will be deposited. If I have not paid tuition by the 27<sup>th</sup> I authorize **TLC** to run my credit card on file or deposit my last month's tuition check. If I select to not have sessions automatically reserved each month or my credit card is declined, a \$20 month-to-month scheduling fee will be added to each month's tuition due.  
Signature \_\_\_\_\_
- \_\_\_\_\_ 6) If my student is unable to attend his/her regularly scheduled session, I must provide a **24-HOUR NOTICE** in order to reschedule the missed session, with the exception of Sunday and/or Monday sessions, which I must notify **TLC** by 8 pm on the preceding Thursday. Otherwise, the session will be considered a "no show." A makeup session may be scheduled only one time, is subject to be moved by **TLC**, and must be attended within a month of my student's current enrollment and within two weeks of its original date. One session for every four sessions per month may be rescheduled each month at no additional fee. Beyond this, a \$5 fee is applicable for each rescheduled session. Missed sessions are not refunded or credited to the following or subsequent months. To request a session be rescheduled, I am to contact the center between 10 a.m. and 3 p.m., Monday through Thursday. There is an additional **\$30 FEE for being late to or missing an assessment session without a 24-hour notice or Thursday notice for Sunday or Monday testing**.
- \_\_\_\_\_ 7) A **ONE MONTH'S WRITTEN NOTICE** is required for my student discontinuing his/her learning program, reducing the number of sessions attended per week, or changing the subject and/or reserved days and times of sessions by utilizing the applicable and official **TLC** form. A **TLC** Director must sign the form and will provide me with a copy. Email notifications are not accepted. **Failure to give this notice will result in me being charged for one month's full tuition of the program in which my student is enrolled. If my student discontinues during the month rather than at the end of the month, \$85 per session will be applicable to the reserved and scheduled sessions. A \$20 fee is applicable to an overall change of the student's monthly schedule.** **TLC** is open during the summer months so if my student desires to discontinue sessions in June when school ends; **TLC** must receive a 30-day written notice by May 1<sup>st</sup>.

8) **Total Learning Concepts** is committed to quality education and will do everything possible to make sure my student succeeds. However, **TLC** accepts no responsibility if my student fails to improve his/her course grades in school since they cannot control my student's attitude, cooperation, willingness to do homework, study, and apply him or herself while away from **TLC**, or a classroom teacher's quality of instruction and effectiveness.

Enrollment \$65 per center  
 Returning student fee (Administrative/Director time & incidental supplies/copies \$35  
 Diagnostics  
 WJ-IV Achievement Abilities assessment \$125/215/255 Rdg/Writ/Math  
 WJ-III Cognitive Abilities assessment \$255  
 PreSchool/PreKindergarten/Kindergarten Readiness testing \$180  
 Standardized Test full-length practice test \$125  
 Course placement test \$95

**We are enrolling in the following individualized learning program:**

One 1-hour session per week \$215/mo. (4 sessions) Subject \_\_\_\_\_  
 Two 1-hour sessions per week \$350/mo. (8 sessions) Subject(s) \_\_\_\_\_  
 Three 1-hour sessions per week \$450/mo. (12 sessions) Subject(s) \_\_\_\_\_  
 Four 1-hour sessions per week \$550/mo. (16 sessions) Subject(s) \_\_\_\_\_  
 Five 1-hour sessions per week \$650/mo. (20 sessions) Subject(s) \_\_\_\_\_  
 Six 1-hour sessions per week \$750/mo. (24 sessions) Subject(s) \_\_\_\_\_  
 Regular private or drop-in sessions \$85/hour Subject(s) \_\_\_\_\_  
**Sunday fees** \$5/tutorial and/or assessment sessions  
 Month-to-month fee \$20/month  
 Change in overall schedule fee \$20/occurrence  
 Student, parent, and/or educator consultation with Director \$45 per ½ hour plus travel time  
 College counseling/coaching session for parents and/or student \$85 per private hour  
 Materials/ texts/copies \$ \_\_\_\_\_

**We are enrolling in the following special program(s):**

**Elementary Study Strategies** \$215/month + \$35 mat'ls (12 hours/3 months)  
**Skills for School Success** \$215/month + \$35 mat'ls (12 hours/3 months)  
**College Study Strategies** \$350 + \$35 materials (8 hours/1 month)  
**Winning in Math workshop** \$215 + \$15 materials (4 hours/2 days)  
 (½ off tuition for students on a regular math schedule)  
**TI Graphing Calculator workshop** \$110 (2 hours/1 day)  
 (½ off for students on a regular schedule)  
**Final Exam Review class** \$250 (6 hours/2 days)  
**GA Milestones/EOC test prep class** \$250 (6 hours/2 days)  
**AP National Test prep class** \$250 (6 hours/2 days)  
**Duke Tip Program SAT Preparation** \$500 course tuition (18 hours/3-6 weeks)  
**New PSAT Preparation Course** \$500 course tuition (18 hours/3-6 weeks)  
**SAT & ACT Combined Prep Course** \$650 course tuition (33 hours/11 weeks)  
**College Admissions Process & Scholarship Counseling & Coaching (CAPS)**  
 \$1295 total for complete 9<sup>th</sup>-12<sup>th</sup> program \$510/school year for complete 9<sup>th</sup>-12<sup>th</sup> program  
 \$150 + \$85/hour for partial program (circle which one selected)  
**Speed Reading Strategies/Interviewing Skills/Essay Development (circle one or more)**  
 (# of session hours and fees determined on an individual basis)  
**Special spring/summer services** (Contact center for special offerings, start dates, times & fees)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Parent/Guardian signature / Today's date  
 Student Signature / Today's date  
 Director Signature / Today's date