



ADD-ON CLASS APPLICATION (FOR CURRENTLY-ATTENDING STUDENTS)

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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. CONTACT INFORMATION

Applicant's Name (print clearly): _____ Foreign Language Spelling: _____
Address: _____ City _____ State _____ Zip _____
Tel: _____ Cell: _____ Email: _____
Fax: _____ Wk. Tel: _____ SSN: _____

2. ADDITIONAL STUDENT INFORMATION

Require classes be held off-site? (Y/N) _____ If "Yes," where? _____ (Off-site rates apply.)
Unless other arrangements are confirmed, all classes are held at MERCER EDUCATION. Is that OK? (Y/N) _____
Upcoming tests or other goals you are working to achieve? (Attach additional pages as necessary): _____

3. ADDING TIME TO CURRENT CLASS(ES) (skip if this does not apply to you)

Students can use this section to request a longer class (or classes) at Mercer Education. If Mercer Education, per this application, is able to extend the duration of any class beyond its currently scheduled length, ME will contact the student to confirm the start date of the longer class. Once it has taken effect, the newly scheduled class length will remain in effect going forward, and the class(es) will be subject to the same rules and obligations which apply to the student's current class (see Mercer Education's *School Policies*, which students received and acknowledged at the time of their initial application).

1. Instructor's name: _____ Day of *current* class (circle one): **M T W TH F SA SU**
Time of *current* class: from ____:____ to ____:____ Length of *current* class: 50" 1'20" 1'50" other: _____
Proposed *new* time: from ____:____ to ____:____ Proposed *new* length: 1'20" 1'50" 2'20" other: _____
Date on which you wish new, longer class length to take effect: _____

2. Instructor's name: _____ Day of *current* class (circle one): **M T W TH F SA SU**
Time of *current* class: from ____:____ to ____:____ Length of *current* class: 50" 1'20" 1'50" other: _____
Proposed *new* time: from ____:____ to ____:____ Proposed *new* length: 1'20" 1'50" 2'20" other: _____
Date on which you wish new, longer class length to take effect: _____

3. Instructor's name: _____ Day of *current* class (circle one): **M T W TH F SA SU**
Time of *current* class: from ____:____ to ____:____ Length of *current* class: 50" 1'20" 1'50" other: _____
Proposed *new* time: from ____:____ to ____:____ Proposed *new* length: 1'20" 1'50" 2'20" other: _____
Date on which you wish new, longer class length to take effect: _____

4. ADDING A NEW CLASS(ES) (skip if this does not apply to you)

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) _____

Please enroll me for (mark ✓ one or more):

Group Classes
<i>(2-month sessions; start any time)</i>
<input type="checkbox"/> SAT* VERBAL PREP (GRADES 9-12)
<input type="checkbox"/> SAT MATH PREP (GRADES 9-12)
<input type="checkbox"/> LANGUAGE ARTS & TEST PREP (GRADES 5-8)
<input type="checkbox"/> MATH & PROBLEM SOLVING (GRADES 5-8)

Stand-alone Packages
<i>(college-prep related, taught by Mr. Cohen)</i>
<input type="checkbox"/> COLLEGE COUNSELING & ADMISSIONS PREP (Grp)
<input type="checkbox"/> COLLEGE COUNSELING & ADMISSIONS PREP (Pvt.)
<input type="checkbox"/> COLLEGE APPLICATION ESSAY WRITING (SEPT)
<input type="checkbox"/> COLLEGE APPLICATION ESSAY WRITING (NOV)

*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.

Private Classes
<input type="checkbox"/> PRIVATE CLASSES <i>(2-month sessions; start any time)</i>
▶ For classes of 2 or more students, list classmates: _____ / _____
<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"/> 1'50"-min. classes / number of classes per wk: _____ In what subject? _____

Private Classes (Short-term)
<input type="checkbox"/> PRIVATE CLASSES <i>(less than two months)</i>
<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"/> 1'50"-min. classes / number of classes per wk: _____ In what subject? _____

5A. New Class ENROLLMENT – ONGOING (not including summer session)

Except for the above-listed stand-alone packages, all group and private classes are invoiced and run as prescheduled 2-month blocks of classes, ongoing throughout the year (with the exception of classes for students specifically enrolled on a short-term basis and those enrolling mid-session, for whom tuition is prorated from their first scheduled class). Enrollment is automatically renewed every two months unless student informs ME one week in advance of the next session that s/he is not continuing. (See ME's *Fee Schedule*, *School Policies* and course descriptions for details). Mark (✓) the appropriate box to indicate the two-month session in which you would like to start classes:

SEPTEMBER / OCTOBER		MARCH / APRIL	
NOVEMBER / DECEMBER		MAY / JUNE	
JANUARY / FEBRUARY		(Use summer application for July-August session.)	

▶ I can begin regularly scheduled classes on (if not 1st week of 2-month session) (indicate precise date). _____

5B. New Class ENROLLMENT – SHORT-TERM (to attend for one month or less)

Students may sign up for a specified number of private (not group) classes on a one-time, short-term basis. As with any other ME class, students must include their registration fee and deposit with this application. The entire outstanding balance will then be due at the time of the first class. Please indicate start and end dates below:

- ▶ I would like _____ classes (total number) at Mercer Education. (List details in Section 3 at top of this page.)
- ▶ I am available to start classes on (indicate precise date): _____
- ▶ My classes at Mercer Education must end by** (list date): _____

** You must list start and end dates (and pay in full) even when your project end date is unknown at this time. If in doubt, list a smaller number of classes; you can always fill out another application and apply for more classes when you are approaching the end date you listed on your first application.

6. STUDENT AVAILABILITY

Reminder: To apply for summer camps, please use the “**Summer Camps Application**”.
 To apply for non-camp summer classes, please use the “**Summer Classes Application**”.

- ▶ Mark (✓) **ALL** time slots when you **ARE** available to attend.
- ▶ Indicate preferences by writing 1, 2, 3, etc. in the time slots.
- ▶ We'll try to match you w/the right teacher at your preferred times.
- ▶ We will contact you ASAP to confirm your schedule.
- ▶ We will refund you in full if we cannot provide a teacher at any of the times you've listed.

- ▶ The more times you list, the more likely it is that we can arrange a class.
- ▶ If you are applying on a one-time short-term basis and your schedule will change over the course of several weeks, please attach copies of this page (initial each) as necessary, and clearly indicate all dates.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-8:30am							
8:30-9am							
9-9:30am							
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							

How did you hear about MERCER EDUCATION?

From an ME student or a friend? (Name: _____)

- (Circle one) Blue Book Central Daily News Chinese Yellow Pages Flyer Jen Korea Times
 Korean Yellow Pages Kyocharo Mailed Brochure Parent Map Qwest Yellow Pages
 Seattle Chinese School Seattle Chinese Women's Club Seattle Chinese Yellow Pages Seattle's Child
 Soy Source Web-search World Journal Other: _____

7. STUDENT AGREEMENT

In order to process this application, MERCER EDUCATION requires that the applicant have a \$200 deposit on file with the school or that he or she include one with this application. When a student withdraws from classes or after a student's last scheduled class, tuition deposits will be refunded according to ME's *School Policies*. Additional deposit requirements may apply for students or families taking 10 or more hours of classes per week or in other situations, in which case ME will inform those students in advance. For its summer camps and non-camp classes, MERCER EDUCATION has separate applications with other deposit and prepayment requirements. (See our website for downloadable application forms.)

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 applications, including this *Add-on Class Application*. 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 applications, including this *Add-on Class Application*, 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 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 as requested below

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)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
OFFICE USE ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>