

ADDENDEUM TO STUDENT APPLICATION CHANGE IN AVAILABILITY

Use this form if you are currently enrolled at classes at MERCER EDUCATION (ME) and your availability to attend at specific times changes. On the grid below, mark (✓) **ALL** the time slots during which you **ARE** available to attend. You may label them (1st) first choice, (2nd) second choice, (3rd) third choice, etc. Use space on back for additional comments, sign at the bottom of this page, and submit this form to MERCER EDUCATION.

Please indicate the date when this change in your availability to attend classes will take place: _____

	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							

STUDENT ACKNOWLEDGEMENT

I understand that this is an addendum to my current enrollment application in order to let MERCER EDUCATION (ME) know of a change in my availability to attend classes at ME. Furthermore, I understand that ME may not be able to accommodate this change and arrange a new class schedule for me now or in the future. Consequently, I understand that I am still bound to the terms and conditions of ME's *School Policies* (see details on back) which I have already received, read, and agreed to follow, and that I am responsible for the tuition charges incurred thereby.

Parent / Guardian / Supervisor (Print Name)

Student (Print Name)

Parent / Guardian / Supervisor (Signature)

Student (Signature)

Date: _____

Date: _____

Additional Comments/Clarifications: _____

“Withdrawal from Classes” Policy

(included in ME’s *School Policies* which you received when you enrolled).

Per Mercer Education’s “automatic re-enrollment” policy, from the start of September through approximately the third week of June, students attending regularly scheduled classes will automatically be re-enrolled in their same scheduled classes in subsequent 2-month sessions unless they inform ME in writing (not by email) that they wish to withdraw from classes. Such notification to Mercer Education must be at least seven (7) full days prior to the first day of the 2-month session (i.e., 7 days prior to Jan. 1, Mar. 1, May 1, July 1, Sept. 1 or Nov. 1). A form for notifying ME that a student wishes to withdraw from classes is available at the school and online at ME’s website.

Students may permanently withdraw from classes at MERCER EDUCATION after they have enrolled. However, please keep in mind that ME offers a highly personalized tutoring experience and that considerable effort goes into scheduling classes and reserving teachers’ time and classroom space. When students withdraw from their classes just days before the times they have been scheduled to start or once a 2-month session has already begun, this negatively affects scheduling for ME’s teachers and other students, and ME cannot waive tuition charges in full.

When a student withdraws from classes, tuition charges (not including the registration fee and less a 10% administrative fee) are waived, partially waived or remain in effect depending on the conditions outlined as follows:

- Tuition Charges (less a 10% administrative fee) 100% Waived – If you give 7 full days advance notice prior to the first day of the 2-month session (i.e., 7 days prior to Jan. 1, Mar. 1, May 1, July 1, Sept. 1 or Nov. 1), your tuition charges for the upcoming session will be 100% waived.*
- Tuition Charges (less a 10% administrative fee) 50% Waived – If you notify ME less than 7 full days prior to the first day of the 2-month session and no later than 21 days after the first day of the 2-month session, your tuition charges for the upcoming session will be waived by 50%.*
- No Waive of Tuition Charges – If you notify ME more than 21 days after the first day of the 2-month session, ME will not waive any portion of the tuition charges for any of your remaining classes.*

- * IMPORTANT NOTES ABOUT WITHDRAWAL FROM CLASSES**
1. Students are responsible for all invoices for classes in which they have enrolled regardless of whether they have made their payments to ME on time.
 2. Mercer Education’s Withdrawal from Classes policy applies to all scheduled classes whether students attend their scheduled classes or not.
 3. The above-listed deadlines apply to both private and group classes at MERCER EDUCATION.

Refund of Tuition Deposit after Last Scheduled Class If student has fully performed all of his or her obligations according to MERCER EDUCATION’S School Policies, his or her initial deposit of \$200 (or other deposit required by ME) or its then remaining balance will be refunded to that student within thirty (30) business days after his or her last scheduled class at ME, or as soon as a final reconciliation of the student’s account is completed. Any amounts owing will be deducted from deposit, and the balance, if any, will be refunded to the student. Student is not entitled to interest on any sums deposited with ME. In the event MERCER EDUCATION is sold or changes ownership, this student deposit will be transferred to ME’s successor in interest, and thereupon ME’s current company owner(s) will be discharged from any further liability with respect thereto.