



APPLICATION FOR ENROLLMENT S U M M E R 2 0 0 9

1240 116th Ave. NE, Suite 200 - Bellevue, WA 98004 www.MercerEducation.com T (425) 373-0870 F (425) 373-3243
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Please provide the following information as accurately as possible. We cannot process this application until it has been filled out completely. Please complete one application for each person applying for enrollment at ME.

1. STUDENT/PARENT CONTACT INFORMATION

Applicant's Name (print clearly): _____ Foreign Language Spelling: _____

Address: _____ City _____ State _____ Zip _____

Tel: _____ Cell: _____ Email: _____

Fax: _____ Wk. Tel: _____ SSN: _____

Permanent Contact Information (if not a US citizen/permanent resident or if the above-listed address is temporary):

Address: _____

Tel: _____ Cell: _____ Email: _____

Where applicant is a minor (less than 18 years old) or not personally paying tuition:

Father's Name (print): _____ Mother's Name (print): _____

Tel: _____ Fax: _____ SSN (of one): _____

Mother's Cell: _____ Work: _____ Email: _____

Father's Cell: _____ Work: _____ Email: _____

Parents' Permanent Address (if not the same as above): _____

2. ADDITIONAL STUDENT INFORMATION

Currently in or about to enter what grade? _____ Age: _____ School attending? _____ GPA: _____

SAT[†], PSAT, TOEFL, ACT, or ISEE Score? (Verbal-Writing-Math if available) _____

Native English speaker? (Y/N) _____ Length of time in US? _____ Currently attending ESL classes? (Y/N) _____

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): _____

Has the applicant been diagnosed with behavioral problems or learning disabilities? (Y/N) _____

(If yes, please include with application a brief description, including any special needs of which we should be aware.)

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) _____

Other important information you would like us to know? (Attach additional pages as necessary): _____

†Test names and other trademarks are the property of the respective trademark holders. SAT and PSAT are registered trademarks of the College Board and National Merit Scholarship Corporation. ACT is a registered trademark of ACT, Inc. ISEE is a registered trademark of the Educational Records Bureau. TOEFL is a registered trademark of the Educational Testing Service. None of these trademark holders are affiliated with or endorse Mercer Education, its website, products or services.

3. PRIVATE CLASSES Subjects of instruction (depending upon teacher availability) generally include:

SAT VERBAL PREP	COLLEGE COUNSELING	WASL	FRENCH	CHEMISTRY	ISEE / SSAT
SAT MATH PREP	SCHOOL APPLICATIONS	ITBS	SPANISH	PHYSICS	ESL / TOEFL
SAT SUBJECT TESTS	HOMEWORK HELP	COGAT	GERMAN	BIOLOGY	AP PREP
MATH (ALL LEVELS)	LANGUAGE ARTS	WRITING	READING	STATISTICS	STUDY SKILLS

Mark (✓) appropriate boxes and fill in the blanks to indicate class details and the subject(s) you would like to study.

- | | |
|---|---|
| <input type="checkbox"/> 50-min. classes / number of classes per wk: _____
In what subject? _____ | <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"/> 1'20"-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? _____ | <input type="checkbox"/> 1'50"-min. classes / number of classes per wk: _____
In what subject? _____ |

▶ If classes will be 2- or 3-student privates, list with whom: _____ / _____

4. GROUP CLASSES Group classes are 1 hr & 50 minutes. Mark (✓) classes in which you would like to enroll.

- | | |
|---|--|
| <input type="checkbox"/> SAT VERBAL PREP (GRADES 9-12) | <input type="checkbox"/> LANGUAGE ARTS & TEST PREP (GRADES 5-8) |
| <input type="checkbox"/> SAT MATH PREP (GRADES 9-12) | <input type="checkbox"/> MATH & PROBLEM SOLVING (GRADES 5-8) |
| <input type="checkbox"/> ENGLISH AS A SECOND LANGUAGE (ESL) | <input type="checkbox"/> MATH & ELECTRONICS ADVENTURE (GRADES 5-8) |

5. SUMMER SHORT-TERM ENROLLMENT (for students attending for less than one month)

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 before** (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. REMINDER - "JULY-AUGUST CANCELLATION POLICY EXCEPTION"

During the summer, students' classes (not including camps) at Mercer Education are scheduled and billed for the entire 2-month July-August session. However, in order to accommodate the summer scheduling needs of its clients, MERCER EDUCATION makes one significant exception to its cancellation policy for private and group classes (though not for its summer camps.) If students clearly inform ME on their applications for private or group summer classes that they will have to miss classes on certain dates (e.g., "blacking out" a week in July and two weeks in August because of vacations or schedule conflicts), ME will not charge for classes that would have occurred on those dates. However, 1) ME will need to consult with teachers and obtain their consent before agreeing to such requests, 2) such accommodations will only be provided to students who have clearly listed the "blackout" dates on their applications, which they must submit with their deposit before any summer classes can occur, 3) once they have submitted their applications, students may not change those cancellation dates or inform ME of additional cancellation dates later and receive any refund or credit for them, and 4) there will be no refunds for additional student absences from summer classes for anyone who has already listed specific "blackout" dates on which they cannot attend. In other words, if you take advantage of this tuition policy exception, please realize that there will be absolutely no other refunds for absences beyond what you listed on your application to ME.

- ▶ I can begin regularly scheduled classes on (if not 1st week of 2-month session) (indicate precise date): _____
- I cannot attend the July-August session on the following dates (list all dates inclusive): _____

7. STUDENT AVAILABILITY Scheduling is sometimes difficult. Please list as many times as possible.

- On the grid below, mark (✓) **ALL** the time slots that **ARE** available for you to attend.
- You can indicate your preferences by writing 1, 2, 3, etc. in the various slots.
- We will try our best to match you with the right teacher at your preferred times.
- We will contact you ASAP, usually within 10-14 days, to confirm your schedule.
- We will refund you in full if we cannot provide a teacher at 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: _____)

Seattle Chinese School Web-search Mailed Brochure Flyer Jen World Journal

Korea Times Central Daily News Kyocharo Blue Book Parent Map Korean Yellow Pages

Qwest Yellow Pages Seattle's Child Chinese Yellow Pages Soy Source

Seattle Chinese Women's Club Seattle Chinese Yellow Pages Other: _____

8. STUDENT AGREEMENT

In order to process this application, MERCER EDUCATION requires a \$200 deposit. New students must also pay a one-time \$40 non-refundable registration fee which will be included on their first bill. When a student discontinues classes or after a student's last scheduled class, tuition deposits will be refunded according to ME's *Refund Policy*. If MERCER EDUCATION cannot schedule a class, ME will return the deposit to the student. Additional deposit requirements may apply for students attending summer classes, for individuals 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, MERCER EDUCATION has a separate application form with other deposit requirements. (See our website for downloadable application forms.) For a specified number of classes on a one-time basis, MERCER EDUCATION may adjust the deposit requirement.

I have included my \$200 deposit with this application. (Y/N) _____

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 discontinuation of classes. These forms include MERCER EDUCATION'S *Fee Schedule*, MERCER EDUCATION'S *School Policies*, and this *Application for Enrollment*. 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 this *Application for Enrollment* 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"/>