

WITHDRAWAL FROM CLASSES NOTIFICATION

To avoid automatic reenrollment in the upcoming session of classes at ME and thereby incurring unnecessary tuition charges, students must submit, in writing, advance notice of their plans to withdraw from classes at ME.

_____ will be withdrawing from classes with
STUDENT'S NAME (full name)

_____ **TEACHER'S NAME** (full name)

At the end of which session will you stop? (circle one)

Jan/Feb

Mar/Apr

May/June

July/Aug

Sept/Oct

Nov/Dec

REASON: _____

Many of our students leave the school having had a very strong and even exceptional learning experience. Before completing the evaluation form below, please share with us whatever positive thoughts you may have regarding your experience at Mercer Education:

PLEASE COMPLETE THE EVALUATION BELOW

Your opinion is valuable to us and will help us improve our services and programs. Please take a few moments to provide some useful feedback about your experience at ME by putting a check mark (✓) in the appropriate column to the right

	Yes	Somewhat	No
My teacher used material and prepared assignments that were helpful.	_____	_____	_____
My teacher gave feedback and comments that improved my understanding.	_____	_____	_____
I received the special attention I needed and felt challenged and motivated.	_____	_____	_____
I made definite progress toward my learning goal.	_____	_____	_____
My teacher's <i>Progress Reports</i> (Dec. 15 & Apr. 15) were helpful to me and my parents	_____	_____	_____
I wish I had tried harder and spent more time on the assignments.	_____	_____	_____
The amount of required work was too much.	_____	_____	_____
The amount of required work was too little.	_____	_____	_____
There were many missed or rescheduled classes because of my teacher.	_____	_____	_____
I could not attend regularly/keep up w/ME assignments because of my schedule.	_____	_____	_____
Overall, I was <i>happy</i> with the class and <i>would recommend</i> ME to others.	_____	_____	_____
Overall, I was <i>unhappy</i> with the class and <i>would not recommend</i> ME to others.	_____	_____	_____

If you were unhappy with your classes, please explain why: _____

Thank you for your responses and for attending Mercer Education! Please see back to provide additional comments and for policy information regarding withdrawal from classes. If you have questions, please contact us at (425) 373-0870. - Eric

Other comments or feedback: _____

“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.