ENROLLMENT APPLICATION

Welcome to **MATH ACADEMIA**. We appreciate your interest in our learning center

*How did you hear about Math Academia? _____

CONFIDENTIALITY POLICY:
Any and all Information you provide will be kept strictly confidential. Information you provide will help us to better evaluate our students and provide superior teaching methods to facilitate reaching yours and their desired goals.

Please take a moment to answer the following questions.

STUDENT INFORMATION:

Name: (Last) _____ **(First)** _____ **(MI)** _____

Street address: _____

City: _____ **State:** _____ **Zip code:** _____

E-mail: _____

Phone: (____) _____

Age: _____

I am fluent in English _____ **Yes** _____ **No**

EDUCATIONAL DATA:

What level of education are you currently attending?

□ **Middle/Junior/High School**
□ **College**
□ **University**
□ **Other:** _____

 Name of School / College / University institution you are currently attending :

_____ **Grade:** _____

SCHOOL / COLLEGE / UNIVERSITY WHERE YOU HAVE COMPLETED MATH / ENGLISH STUDIES.

1. _____

Latest Course Title: _____**Letter Grade:** _____

2. _____

Latest Course Title: _____**Letter Grade:** _____

PARENT INFORMATION (if applicable)

Tell us about yourself. Please print all information legibly

Fathers last name _____ **First** _____

Telephone: home (_____) _____ cell / alt# (_____) _____

*E-MAIL: _____

Mothers last name _____ **First** _____

Telephone: home (___) _____ cell / alt# (___) _____

*E-MAIL: _____

EMERGENCY CONTACT

(Who we should contact in case of an emergency)

Name: _____

Phone (____) _____

I certify that all information on this form is true and correct to the best of my knowledge. I also understand that I may be required to provide supporting documentation of the information reported.

* Applicant's Signature: _____   **Date:** _____

* Parent/ Guardian's Signature: _____   **Date:** _____

Payment and Customer Policies

I, _____, parent of_____,

understand the following policies regarding payment and services set forth by Math Academia.

1. **Private tutoring of Math Academia students (current and prior students for up to three years) by Math Academia tutors is strictly prohibited. Parents may not approach a Math Academia tutor for private hire. Violation of this policy will result in termination of services without refund.**
2. **Payment is required before any tutoring services will be rendered.**
3. **In the event a check made for tuition payment is returned for "non-sufficient funds," Math Academia reserves the right to assess a fee of $50.00.**
4. **In the event a check made for tuition payment is returned as "account closed," Math Academia reserves the right to assess a fee of $50.00, and terminate all tutoring services agreed upon herein.**

   FOR BEST RESULTS, EACH STUDENT SHOULD PRACTICE AND ATTEND ALL TUTORING SESSIONS DECIDED UPON ON THE DAY OF THE REGISTRATION.

5. **Students schedules are agreed upon between Math Academia and parent(s) (where applicable) or between Math Academia and adult students. ACCORDINGLY, Students are expected to attend instructional sessions as scheduled. Since tutors are scheduled as well, failure to attend, absent an emergency or reasonable reason to be absent, may result in an assessment fee.**

6. **If a student needs to cancel a private tutoring session, parent/student must notify Math Academia and the assigned tutor at least 8 hours in advance to avoid being charged hourly services.**

7. **Payments are NOT refundable for any services (including one-on-one tutoring, group tutoring, summer courses, etc.). Only credits for future services will be issued. Credits are not transferable and will be valid for one year.**

5. **Math Academia reserves the right to withdraw services at any time if, in its opinion, a student is failing to meet his / her commitment to arrive on time, complete assigned material(s), or conduct himself / herself in a manner that is inconsistent with Math Academia's stated code of conduct.**

   Card Number_____ Visa   MC   Discover   AX

   Security Code: _____   Exp. Date: _____

Student Name (print): _____

Signature   _____   Date: _____

Parent/Guardian Name (print): _____

Signature   _____   Date: _____