

2140 Boston Post Road
Larchmont, NY 10538
(914) 833-1234



Student Name: _____

Date of registration: _____

2023-2024 Registration Form

Please type or circle the day(s) your child will be attending along with the time frame (i.e. Mondays from 4-5). Instruction may be scheduled in **1 hour or 2-hour sessions**; however, it must be a time **within** the designated instructional hours offered.

PLEASE SELECT SESSIONS FROM **WITHIN** DESIGNATED INSTRUCTIONAL HOURS BELOW

Grades K-5th Instructional Hours

Grades 6th -12th Instructional Hours

<u>Monday</u> 4-6:00	<u>Tuesday</u> 4 -6:00	<u>Wednesday</u> 4 – 6:00	<u>Thursday</u> 4 – 6:00	<u>Saturday</u> 9 – 1:00	<u>Monday</u> 4:00-8:00	<u>Tuesday</u> 4:00 -7:00	<u>Wednesday</u> 4:00 –8:00	<u>Thursday</u> 4:00 –8:00	<u>*Saturday</u> 9 –11:00 11 – 1:00	<u>*Sunday</u> 9-11:00 11-1:00
* (only for those booking a 2 hr. block of time)										

	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
Week 18 (1/1-1/7)		(1/ 2)	(1/3)	(1/ 4)	(1/6)	(1/7)
Week 19 (1/8-1/14)	(1/8)	(1/9)	(1/10)	(1/11)	(1/13)	(1/14)
Week 20 (1/15-1/21)	M.L. King Day - CLOSED	(1/16)	(1/17)	(1/18)	(1/20)	(1/21)
Week 21 (1/22-1/28)	(1/22)	(1/23)	(1/24)	(1/25)	(1/27)	(1/28)
Week 22 (1/29-2/4)	(1/29)	(1/30)	(1/31)	(2/1)	(2/3)	(2/4)
Week 23 (2/5-2/11)	(2/5)	(2/6)	(2/7)	(2/8)	(2/10) ACT	(2/11)
Week 24 (2/12-2/18)	(2/12)	(2/13)	(2/14)	(2/15)	(2/17)	(2/18)
Week 25 (2/19-2/25)	Winter Recess - CLOSED					
Week 26 (2/26-3/3)	(2/26)	(2/27)	(2/28)	(2/29)	(3/2)	(3/3)
Week 27 (3/4-3/10)	(3/ 4)	(3/5)	(3/6)	(3/7)	(3/9) SAT	(3/10)
Week 28 (3/11-3/17)	(3/ 11)	(3/12)	(3/13)	(3/14)	(3/16)	(3/17)
Week 29 (3/18-3/24)	(3/18)	(3/19)	(3/20)	(3/21)	(3/23)	(3/24)
Week 30 (3/25-3/31)	Spring Break - CLOSED					

Week 31 (4/1-4/7)		(4/2)	(4/3)	(4/4)	(4/6)	(4/7)
Week 32 (4/8-4/14)	(4/8)	(4/9)	(4/10)	(4/11)	(4/13) ACT	(4/14)
Week 33 (4/15-4/21)	(4/15)	(4/16)	(4/17)	(4/18)	(4/20)	(4/21)
Week 34 (4/22-4/28)	(4/22)	(4/23)	(4/24)	(4/25)	(4/27)	(4/28)
Week 35 (4/29-5/5)	(4/29)	(4/30)	(5/1)	(5/2)	(5/4) SAT	(5/5)
Week 36 (5/6-5/12)	(5/6)	(5/7)	(5/8)	(5/9)	(5/11)	Mother's Day CLOSED
Week 37 (5/13-5/19)	(5/13)	(5/14)	(5/15)	(5/16)	(5/18)	(5/19)
Week 38 (5/20-5/26)	(5/20)	(5/21)	(5/22)	(5/23)	Memorial Day weekend – CLOSED	
Week 39 (5/27-6/2)		(5/28)	(5/29)	(5/30)	(6/1) SAT	(6/2)
Week 40 (6/3-6/9)	(6/3)	(6/4)	(6/5)	(6/6)	(6/8) ACT	(6/9)
Week 41 (6/10-6/16)	(6/10)	(6/11)	(6/12)	(6/13)		

Preferred tutor(s): _____ (Not guaranteed, but we will try our best to accommodate)

Student Name: _____ **Parent Name:** _____

Grade: (2023-2024) _____ **Email:** _____

For text reminders: (up to 2 numbers per family)

Name: _____ Cell #: _____

Name: _____ Cell #: _____

Academic area(s) of focus: _____

After reviewing the Rate Card I have registered for the _____ hour instructional package for \$_____.

Additional charges include:

\$_____ for the Diagnostic Assessment

\$_____ for materials

Total amount due prior to the first day of instruction \$_____

Parent's Signature

Date

ACT/SAT Practice Exam Sign-up

48-Hour Package requires 4 scheduled practice exams

36-Hour Package requires 4 scheduled practice exams

24-Hour Package requires 3 scheduled practice exams

18-Hour Package requires 2 scheduled practice exams

*Students are always welcome to sit for additional practice exams/sections

Practice exams are typically scheduled on Saturday's and Sunday's at 8:30am as well as special dates (Columbus Day; Veterans Day; MLK Day -- testing begins 10:00am on these dates)

Selected Practice Exam Dates (**Recommended every 5-6 weeks**)

1. _____

2. _____

3. _____

4. _____

Parent Signature

Date

Student Signature

Date

Policies

- **Cancellations and make-up lessons:** **24-hour** notice of any **cancellation** is required in order to receive a make-up session. If a cancellation is made without 24-hour notice, parents will be charged and no make-up will be given, except in cases of sudden illness or emergency. For illness, we ask for an hour's notice to avoid charges.
- **Payment:** In order for your child to be considered registered a package must be chosen and paid in full **before** the first session. A 10-day grace period will be given to those who do not have payment the day of registration. If payment is not received within 10 days of the initial registration or before the first session, whichever comes first, your child will no longer be considered registered and your preferred day(s) and time(s) will no longer be held. No refunds or credits will be given.
- **Refunds:** Refunds are given only if the child withdraws **before** the first session. There are no refunds or credits given after the first session. Package hours expire after 3 years from purchase.
- **Registration Form:** Any changes made to the initial registration form must be done before the first session in order not to get penalized. Though not recommended, parents are held accountable for registration forms filled out by the director over the phone. It is the parent's responsibility to review days and times registered for and make any necessary changes prior to the first session.
- **Reserved Sessions:** If a student misses/cancels 3 consecutive sessions, the weekly timeslot may be considered forfeited and you may be asked to schedule sessions on a weekly basis, which does not guarantee availability. ALC will make this decision at its discretion and it will take effect only after a discussion with the student and parents.
- **Attendance:** As a courtesy, ALC will not turn away students who attend sessions beyond their purchased hours. If you do not wish to pay for additional hours attended, please contact us for an update on remaining hours or refer to the registration form provided. ALC does not assume responsibility for sessions attended beyond a purchased package.

I understand and accept the above policies.

Parent Signature

Date

Print Name

A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER
Effective June 1, 2023

Rates For Grades K - 5

Packages	Rates	
General Instruction (Math, Reading, Writing) ISEE/SSAT (plus material charge)	Cash or Zelle	Credit
	\$ 3,552.00	\$3,653.00 - 48 Hours of Instruction (\$74.00 per hour)
	\$ 2,844.00	\$2,925.00 - 36 Hours of Instruction (\$79.00 per hour)
	\$ 2,016.00	\$2,073.00 - 24 Hours of Instruction (\$84.00 per hour)
	\$ 1,566.00	\$1,610.00 - 18 Hours of Instruction (\$87.00 per hour)
	** Private sessions: \$155 per hour	

Packages must be paid in *full* prior to starting instruction.

Diagnostic Testing	Rates
Educational Diagnostic Evaluation	\$ 195.00

SCAN TO VENMO:



A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER

Effective June 1, 2023

Rates for Grades 6 - 12

Packages	Rates	
General Instruction (Math, Reading, Writing) All test prep (SAT/ACT, ISEE/SSAT, TACHS, HSPT, Regents) (<i>plus material charge</i>)	Cash or Zelle	Credit
	\$4,320.00	\$4,443.00 - 48 Hours of Instruction (\$90.00 per hour)
	\$3,348.00	\$3,443.00 - 36 Hours of Instruction (\$93.00 per hour)
	\$2,304.00	\$2,369.00 - 24 Hours of Instruction (\$96.00 per hour)
	\$1,782.00	\$1,832.00 - 18 Hours of Instruction (\$99.00 per hour)
	** Private sessions \$165 per hour	

Additional Options	Rates
Hourly rate (option only available after the purchase of a package)	\$103

Packages must be paid in *full* prior to starting instruction.

Diagnostic Testing	Rates
Initial Educational Diagnostic Evaluation	\$ 195.00
Additional Diagnostic Evaluation (or when providing outside ACT/SAT results)	\$ 85.00

Study Skills and College Planning

By signing up for one of Achievement Learning Center's programs, you are entitled to coordinate during your *first month* with us a free academic consultation with Novella Prep. No matter what grade your child is in, locally- based Novella Prep works with students of all achievement programs with study skills, executive functioning, and college planning services with experts in teaching and admissions. Families who have worked with us alongside Novella Prep have found the combination of test prep and study skills or college planning to be powerful and positive.

Please visit: <https://novellaprep.com/free-academic-consultation/> or email info@novellaprep.com, or text (914)222-3514.

Parent Name

Date of registration

Parent Signature

Director Signature (Joanne Leo)