

Date: _____

Registration Form

Student Name: _____ Date of Birth: _____ Language: _____ Gender: M / F

Current School Name: _____ Grade: _____ Reading Level: _____

Parent's Name: _____ Home Phone: _____ Cell Phone: _____

Home Address: _____ Email: _____

Does your child have any allergies? Yes / No If yes, please explain: _____

Emergency Contact: _____ Relationship: _____ Contact Phone: _____

Type of Tutoring Services:

Courses	Date	Time	Duration	Subtotal
• Homework Club	Mon. – Fri.	2:00 – 5:30		
• Saturday Tutoring G3 - G6	Sat			
• SHSAT Prep	Sat			
• SAT Prep	Sat			
• AMC Prep	Sat			
• Public Speaking	Sat			
• Chinese for Beginner	Sat			
• One-On-One Tutoring				
• Summer Course (6 weeks)				
• Summer Course (7 weeks)				
Remark: _____ _____ _____	Other Fees			
	Discount			
	Total			
	Paid			
	Remaining Balance			

Total Payment: _____

Date: _____

Signed By: _____

Terms and Conditions

1. Our homework club tutoring follows the DOE (Department of Education) calendar. There will be no homework club tutoring if public schools are closed according to the DOE calendar.
2. There is no homework club tutoring during winter, mid-winter, spring, and summer recess.
3. The tuition for all programs, besides the summer program, does not include summer (July & August).
4. The tuition of our homework club tutoring does not include test preparation that takes place during winter, mid-winter, spring, and summer recess. However, parents can register for test prep classes in addition to the homework club tutoring.
5. In regards to severe weather, our center is closed whenever the public schools are closed. The homework club tutoring will not operate if public schools are closed.
6. Please note that the entire tuition is non-refundable unless notice to withdraw is given at least 30 days prior to the first tutoring session. This allows us the necessary time to fill your spot and determine staffing requirements.
7. In order for Starmind Tutoring Center to continue providing quality tutoring services at reasonable prices, we cannot allow rescheduling or any refunds for missed classes.
8. Tuition for one-on-one classes will not be refunded if there is any last-minute cancellation regardless of **ANY** reason (including all kinds of emergencies). There will be no make-up class, rescheduling, or any tuition credit given for last-minute cancellations or changes. Parents are responsible to notify us of any cancellations or changes at least 12 hours prior to the scheduled class time. Any notification without 12 hours of advanced notification will not be accepted.
9. Please be aware that tutors will not make up any time if the student arrives late to class regardless of any circumstances. No refund or rescheduling is accepted if students arrive late to the scheduled class time.
10. For all programs, tuition must be paid prior to the first day of each month. We will not reserve a spot for you for any late payment. Ensure to complete tuition payment before the first day of each month.
11. Starmind Tutoring Center does not qualify as a child care or dependent care expense.

By signing below, I hereby certify that I have read and understand the above terms and conditions.

Student Name: _____ **Registered Program:** _____

Parent's or Guardian Signature: _____

Date: _____