

# Fitzgerald Prep

EMPOWERING STUDENTS TO FIND THE SUCCESS  
THAT LIES WITHIN EACH OF THEM SINCE 2004

## **Course Information | Schedule Registration | Policies & Procedures**

**CATHOLIC HIGH SCHOOL ENTRANCE EXAM (HSPT)  
6 WEEK PREPARATION COURSE - FALL 2020**



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[fitzgeraldprep.com](http://fitzgeraldprep.com)

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## About the 6-Week Preparation Program

Fitzgerald Prep's successful Catholic High School Entrance Exam preparation courses give students an extra edge in today's competitive admissions process. Through a program comprised of targeted lessons, practice quizzes and test taking strategies, your child will master HSPT material and build the confidence necessary to excel on test day and beyond. We will review content and strategies for all five sections of the HSPT with a strong focus on self confidence and motivation. Students will stay engaged with live virtual instruction, weekly assignments and readings, practice quizzes, and even a few rounds of Jeopardy and Kahoot! throughout our six week prep course. In preparation for the written application portion of the process, students will have the opportunity to submit a writing sample for editing and revision, as well as a chance to put together an activities and achievements resume.

### Course Meeting Schedule

Date	Section 1	Section 2
Wednesday, Oct. 21	4:00 PM - 5:30 PM	5:45 PM - 7:15 PM
Wednesday, Oct. 28	4:00 PM - 5:30 PM	5:45 PM - 7:15 PM
Wednesday, Nov. 4	4:00 PM - 5:30 PM	5:45 PM - 7:15 PM
Wednesday, Nov. 11	4:00 PM - 5:30 PM	5:45 PM - 7:15 PM
Wednesday, Nov. 18	4:00 PM - 5:30 PM	5:45 PM - 7:15 PM
Wednesday, Dec. 2	4:00 PM - 5:30 PM	5:45 PM - 7:15 PM

### Registration

There are 8 in-person/hybrid seats, and 10 online-only seats available for each of the two sections. The tuition for this course is \$250. Please register on our website, [fitzgeraldprep.com](http://fitzgeraldprep.com).

## Materials

- Peterson's *Mastering the Catholic High School Entrance Exams* - **Provided**
- Tablet/Laptop - **Required**                      - Notebook - **Recommended**
- Folder - **Recommended**                      - Note Cards- **Recommended**

*\*If your student can avoid distractions, a smartphone can work as a substitute for a tablet/laptop, and Quizlet can work as a substitute for note cards. If you'd like a suitable Amazon Fire tablet with education pricing (\$39) sent out with your workbook, let us know.*

## COVID-19 In-Person Class Attendance & Participation Statement

The health and well-being of our students and instructors are critical concerns. Accordingly, the following policy statements on in-person class attendance are designed to preserve the health of us all.

1. Students who exhibit any potential COVID symptoms (those that cannot be attributed to some other medical condition the students are known to have, such as allergies, asthma, etc.) shall absent themselves from any in-person class attendance or in-person participation in any class-related activity until they have been evaluated by a qualified medical official.
2. Students who exhibit any potential COVID symptoms (those that cannot be attributed to some other medical condition the students are known to have, such as allergies, asthma, etc.) but who feel well enough to a) attend the course synchronously in an online class session or b) participate in synchronous / asynchronous online class activities, are expected to do so. Those who do not feel well enough to do so should absent themselves accordingly.
3. Students (whether exhibiting any of potential COVID symptoms or not, and regardless of how they feel) who are under either an isolation or quarantine directive issued by a qualified health official must absent themselves from all in-person course activity per the stipulations of the isolation or quarantine directive. They are expected to participate in synchronous or asynchronous online class activities as they feel able to do so, or absent themselves accordingly.
4. Students and instructors are required to wear a CDC-approved face covering at all times while indoors, and maintain safe distance from others to the greatest extent possible. Furniture may not be moved from its original placement without the instructor's approval.

## **FITZGERALD PREP GENERAL POLICIES:**

**Payment Policy** – The \$75 enrollment deposit must be paid in full in order to secure a spot in the course. If there is still room in the course, later registrants may enroll. The instructor will work with the student to make up missed sessions. If you are on a payment plan and are unable to make a payment, please reach out to the instructor to make arrangements.

**E-Learning Appropriate Use Policy** — Students are required to exhibit kindness and respect when using Fitzgerald Prep online platforms including Zoom, Canvas, and our website. When participating in a Zoom call, everyone is required to have their cameras on and microphones muted (unless speaking/stepping away to use the restroom). Additionally, students may not use inappropriate usernames when participating in a Zoom call or class activity.

**Recording Policy** — In order to provide reference material for our students, our instructors may choose to record any class session. Prior to beginning a recording, the instructor will notify all students. Recordings will only be made accessible to students enrolled in a Fitzgerald Prep course. Fitzgerald Prep will not use any recorded materials for promotional purposes without first requesting written permission from a student's parent(s) or guardian(s) to do so.

**Copyright Policy** — It is a violation of United States Copyright Protection Act of 1976 for any student, parent, or guardian to publish, share, or otherwise make public any course materials that are produced exclusively for use by our students— including but not limited to video recordings, documents, worksheets, tests, and quizzes. We take this very seriously and have implemented safeguards to identify potential violations. Deliberate acts of copyright violation will be prosecuted to the fullest extent of the law.

**Cancellation Policy** – In the unlikely event that enrollment does not reach the required minimum for a particular course, or circumstances arise beyond our control, Fitzgerald Prep reserves the right to cancel or reschedule a course or program at any time. Parents will be notified, and we will work with you to find a suitable replacement course or meeting time. If no replacement/modified schedule can be agreed upon, the standard refund policy will apply and we will do our best to assist you with finding a sufficient alternative preparation program.

**Withdrawals/Refunds** – Tuition will be refunded in full, less a \$15 card processing fee & the \$75 non-refundable deposit paid immediately upon registration if Fitzgerald Prep is notified of withdrawal prior to 15 days before a course begins. Prior to the first day of class, but after the full refund deadline has passed, tuition will be refunded, less a \$50 processing and materials fee & the \$75 non-refundable deposit. After a course begins, but before the end of the second week, we can offer a 50% refund, less the \$75 non-refundable deposit. After the second week, no further refunds will be processed unless a policy exception is authorized by the company. Fitzgerald Prep offers no refund or account credit for missed class days due to illness, schedule conflicts, or for any other reasons— however, we will do our best to provide make-up sessions (see Make-Ups policy).

**Make-Ups** – Experience proves that students' progress depends upon a consistent learning environment. Individualized communication with one lead instructor and group exercises with the same students week after week are the recipe for a successful testing outcome. We understand that, from time to time, a medical emergency, special event or unavoidable conflict necessitates a make-up session. We are happy to schedule make-up sessions upon request.

**Behavior Policy** – Respectful behavior is expected of all students at all times. Fitzgerald Prep tutors and instructors reserve the right to remove from class a student who is disruptive to the instructor or other students or is otherwise exhibiting negative behavior. Should serious and/or repeated violations of this policy occur, the student will be permanently removed from the course and the standard refund policy will apply.

**By registering for this Fitzgerald Prep Test Preparation course, you agree to all of the policies listed above.**