



Student Name: \_\_\_\_\_

Date of registration: \_\_\_\_\_

## 2022-2023 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-5<sup>th</sup> Instructional Hours

### Grades 6<sup>th</sup> -12<sup>th</sup> Instructional Hours

|  |                          |                            |                           |                            |                            |                             |                               |                              |   |                                       |
|--|--------------------------|----------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|-------------------------------|------------------------------|---|---------------------------------------|
| <u>Monday</u><br>4-6:00                          | <u>Tuesday</u><br>4-6:00 | <u>Wednesday</u><br>4-6:00 | <u>Thursday</u><br>4-6:00 | <u>Saturday</u><br>9-12:00 | <u>Monday</u><br>4:00-7:00 | <u>Tuesday</u><br>4:00-7:00 | <u>Wednesday</u><br>4:00-7:00 | <u>Thursday</u><br>4:00-7:00 | * <u>Saturday</u><br>9-11:00<br>11-1:00 | * <u>Sunday</u><br>9-11:00<br>11-1:00 |
| * (only for those booking a 2 hr. block of time) |                          |                            |                           |                            |                            |                             |                               |                              |   |                                       |

|                              | Monday                                 | Tuesday | Wednesday | Thursday   | Saturday                    | Sunday  |
|------------------------------|--|---------|-----------|--|-----------------------------|---------|
| <b>Week 10</b> (11/7-11/13)  | (11/7)                                 | (11/8)  | (11/9)    | (11/10)  | (11/12)                     | (11/13) |
| <b>Week 11</b> (11/14-11/20) | (11/14)                                | (11/15) | (11/16)   | (11/17)  | (11/19)                     | (11/20) |
| <b>Week 12</b> (11/21-11/27) | (11/21)                                | (11/22) | (11/23)   | <b>Thanksgiving Break<br/>CLOSED 11/24 - 11/27</b> |                             |         |
| <b>Week 13</b> (11/28-12/4)  | (11/28)                                | (11/29) | (11/30)   | (12/1)   | (12/3)<br><b>SAT EXAM</b>   | (12/4)  |
| <b>Week 14</b> (12/5-12/11)  | (12/5)                                 | (12/6)  | (12/7)    | (12/8)   | (12/10)<br><b>ACT EXAM</b>  | (12/11) |
| <b>Week 15</b> (12/12-12/18) | (12/12)                                | (12/13) | (12/14)   | (12/15)  | (12/17)                     | (12/18) |
| <b>Week 16</b> (12/19-12/25) | (12/19)                                | (12/20) | (12/21)   | (12/22)  | <b>Winter Recess CLOSED</b> |         |
| <b>Week 17</b> (12/26-1/1)   | <b>Winter Recess CLOSED 12/23 -1/2</b> |         |           |  |                             |         |
| <b>Week 18</b> (1/2-1/8)     | (1/2)                                  | (1/3)   | (1/4)     | (1/5)  | (1/7)                       | (1/8)   |
| <b>Week 19</b> (1/9-1/15)    | (1/9)                                  | (1/10)  | (1/11)    | (1/12)   | (1/14)                      | (1/15)  |
| <b>Week 20</b> (1/16-1/22)   | <b>MLK Day<br/>CLOSED</b>              | (1/17)  | (1/18)    | (1/19)   | (1/21)                      | (1/22)  |
| <b>Week 21</b> (1/23-1/29)   | (1/23)                                 | (1/24)  | (1/25)    | (1/26)   | (1/28)                      | (1/29)  |
| <b>Week 22</b> (1/30-2/5)    | (1/30)                                 | (1/31)  | (2/1)     | (2/2)  | (2/4)                       | (2/5)   |
| <b>Week 23</b> (2/6-2/12)    | (2/6)                                  | (2/7)   | (2/8)     | (2/9)  | (2/11)<br><b>ACT EXAM</b>   | (2/12)  |
| <b>Week 24</b> (2/13-2/19)   | (2/13)                                 | (2/14)  | (2/15)    | (2/16)   | (2/18)                      | (2/19)  |

|                            |                                     |        |        |        |                    |        |
|----------------------------|-------------------------------------|--------|--------|--------|--------------------|--------|
| <b>Week 25</b> (2/20-2/26) | (2/20)                              | (2/21) | (2/22) | (2/23) | (2/25)             | (2/26) |
| <b>Week 26</b> (2/27-3/5)  | (2/27)                              | (2/28) | (3/1)  | (3/2)  | (3/4)              | (3/5)  |
| <b>Week 27</b> (3/6-3/12)  | (3/6)                               | (3/7)  | (3/8)  | (3/9)  | (3/11)<br>SAT EXAM | (3/12) |
| <b>Week 28</b> (3/13-3/19) | (3/13)                              | (3/14) | (3/15) | (3/16) | (3/18)             | (3/19) |
| <b>Week 29</b> (3/20-3/26) | (3/20)                              | (3/21) | (3/22) | (3/23) | (3/25)             | (3/26) |
| <b>Week 30</b> (3/27-4/2)  | (3/27)                              | (3/28) | (3/29) | (3/30) | (4/1)              | (4/2)  |
| <b>Week 31</b> (4/3-4/9)   | <b>Easter Recess CLOSED 4/3-4/9</b> |        |        |        |                    |        |
| <b>Week 32</b> (4/10-4/16) | (4/10)                              | (4/11) | (4/12) | (4/13) | (4/15)<br>ACT EXAM | (4/16) |
| <b>Week 33</b> (4/17-4/23) | (4/17)                              | (4/18) | (4/19) | (4/20) | (4/22)             | (4/23) |
| <b>Week 34</b> (4/24-4/30) | (4/24)                              | (4/25) | (4/26) | (4/27) | (4/29)             | (4/30) |
| <b>Week 35</b> (5/1-5/7)   | (5/1)                               | (5/2)  | (5/3)  | (5/4)  | (5/6)<br>SAT EXAM  | (5/7)  |

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

I would be interested in scheduling 7-8:00pm when it becomes available:    yes        no

**Student Name:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

**Grade:** (2022-23) \_\_\_\_\_ **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.
- **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. The Apex 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, The Apex 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. The Apex does not assume responsibility for sessions attended beyond a purchased package.

*I understand and accept the above policies.*

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Parent Signature

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Date

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Print Name

**A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER**

**Effective July 1, 2022**

**Rates For Grades K - 5**

| Packages  | Rates                |   |
|---|----------------------|---|
| General Instruction<br>(Math, Reading, Writing) | <b>Cash or Venmo</b> | <b>Credit</b>   |
|   | (@JoanneAlc)         |   |
|   | \$ 3,504.00          | \$3,591.00 - 48 Hours of Instruction (\$73.00 per hour) |
|   | \$ 2,736.00          | \$2,804.00 - 36 Hours of Instruction (\$76.00 per hour) |
| ISEE/SSAT<br><i>(plus material charge)</i>      | <b>Cash or Venmo</b> | <b>Credit</b>   |
|   | (@JoanneAlc)         |   |
|   | \$ 2,844.00          | \$2,915.00 - 36 Hours of Instruction (\$79.00 per hour) |
|   | \$ 1,992.00          | \$2,041.00 - 24 Hours of Instruction (\$83.00 per hour) |
|   | \$ 1,548.00          | \$1,586.00 - 18 Hours of Instruction (\$86.00 per hour) |

**Private sessions: \$155 per hour**

**Grade K-1 private: \$100 for 45-minute session**

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 July 1, 2022**

**Rates for Grades 6 - 12**

| <b>Packages</b>   | <b>Rates</b>   |
|---|--|
| General Instruction<br>(Math, Reading, Writing)   | <b>Cash or Venmo    Credit</b><br><b>(@JoanneAlc)</b>  |
| All test prep<br>(SAT/ACT, ISEE/SSAT, TACHS,<br>HSPT, Regents)<br><i>(plus material charge)</i> | <u>\$4,224.00    \$4,329.00 - 48 Hours of Instruction (\$88.00 per hour)</u><br><u>\$3,276.00    \$3,357.00 - 36 Hours of Instruction (\$91.00 per hour)</u><br><u>\$2,256.00    \$2,312.00 - 24 Hours of Instruction (\$94.00 per hour)</u><br><u>\$1,746.00    \$1,789.00 - 18 Hours of Instruction (\$97.00 per hour)</u> |
|   | ** Private sessions \$155 per hour   |

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

| <b>Diagnostic Testing</b>                 | <b>Rates</b> |
|---|--------------|
| Initial Educational Diagnostic Evaluation | \$ 195.00    |
| Additional Diagnostic Evaluation          | \$ 85.00     |

| <b>Additional Options</b>   | <b>Rates</b> |
|---|--------------|
| Hourly rate (option only available after the purchase of a package) | \$99         |

**SCAN TO VENMO:**



## NEW FOR 2022-2023!

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](mailto:info@novellaprep.com), or text (914)222-3514.

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Parent Name

Date of registration

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Parent Signature

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Director Signature (Joanne Leo)