



ALPHARETTA LOCATION: THRIVE BLDG.

44 Milton Ave, Alpharetta, GA 30009

PRIVATE/SEMI-PRIVATE CLASSES

(Please fill-out one form per student, even if they belong to the same family)

Student's Name: _____
Grade Level: _____ Student's Age: _____ Student's Birthday: _____
Student's email: _____ Student's Phone Number: _____
Parent/Guardian's Name: _____
Address: _____ City, Zip: _____
Phone: _____ Parent's email: _____
Emergency Contact: _____
Special Health Considerations: _____

Please indicate any academic, physical, emotional, psychological, or mental challenges you have to function through or get medication for: _____

(Examples would be an illness or surgery, headaches, anxiety, sleeping problems, OCD, depression, severe allergies, concussion, dyslexia, ADD or ADHD—which could affect the preparation for and performance during an exam)

Most recent PSAT/SAT/ACT, AP, or CLEP Scores (if any): _____

Referred By: _____

PSAT/SAT/ACT

Live or Online Private Workshop

☐ ACT Workshop Package*

ACT Exam Date: _____

Reservation Fee: **\$50.00** will be deducted from the package once all classes are booked on the calendar. Non-refundable.

Materials Fee **\$80.00**: 2 Books, 4 workbooks, & handouts

Duration: 5-7 weeks before each exam

Tuition: Please indicate your preferred rate/s below

Please indicate your preferred Course below

Due on the first day of class.

# of Sessions	Rate	Workshop
☐ 8 x 1.5 hrs	\$792.00	Eng/Math/Rdg
☐ 10 x 1.5 hrs	\$975.00	Eng/Math/Rdg/Sci
☐ 12 x 1.5 hrs	\$ 1152.00	Eng/Math/Rdg/Sci/Wri

Included:

- ✓ Orientation: 1.5 hours (required)
- ✓ Full Mock test: 4.5 hours (optional)

Start Date: (will plan with parent/student)

End Date: (will plan with parent/student)

Days & Times (will plan with parent/student during Orientation)

☐ SAT/PSAT Workshop Package*

SAT Exam Date: _____

Reservation Fee: **\$50.00** will be deducted from the package once all classes are booked on the calendar. Non-refundable.

Materials Fee: **\$80.00**: 2 Books & handouts

Duration: 4-6 weeks before each exam

Tuition: Please indicate your preferred rate/s below

Please indicate your preferred Course below

Due on the first day of class.

# of Sessions	Rate	Workshop
☐ 10 x 1 hr	\$650.00	PSAT
☐ 10 x 1.5 hrs	\$960.00	SAT
☐ 12 x 1.5 hrs	\$ 1134.00	PSAT/SAT

Included:

- ✓ Orientation: 1.5 hours (required)
- ✓ Full Mock test: 3.5 hours (optional)

Start Date: (will plan with parent/student)

End Date: (will plan with parent/student)

Days & Times: (will plan with parent/student during Orientation)

***Test-Prep Packages will not be broken in half or parts. For smaller packages, please refer to the rate schedule under Homework Help**



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venmo

FEE POLICY:

- ▯ Payment portals can be found through our website at AlmondTreeEducation.com/Enroll
- ▯ An invoice will be emailed to you as soon as you register for class.
- ▯ Other payment Apps: VENMO: MrsV@AlmondTree
- ▯ Cash or checks are NOT accepted.
- ▯ If any family/student chooses to withdraw from class (or cancel enrollment), there will be **NO Refunds for the Reservation fee.**
- ▯ Refunds will **ONLY be given if written notice is given (via email or regular mail) 24 hours after the Orientation.**

_____ (please initial here)

MISSED CLASS POLICY:

- ▯ Upon registration, the students (and their parents/guardians who enrolled them) assume responsibility for attendance, and the enrolled student is expected to attend every class meeting.
- ▯ Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.
- ▯ Unexcused missed classes cannot be carried over to the next month
- ▯ Students who missed class will still be expected to complete coursework during their absence.
 - Because of the rigor and speed of the review schedule, accommodations for makeup work are not guaranteed
- ▯ Classes **CANNOT** be made up unless:
 - Cancellation is communicated at **least 24 hours prior to the scheduled event.**
 - A proof of absence is provided.
 - In case of an emergency.
- ▯ Accommodations for makeup classes are **not guaranteed.**
- ▯ Missed classes must be scheduled within the week of the original class.
- ▯ Ultimately, the instructor decides whether to award a makeup class.
- ▯ Unexcused missed classes cannot be carried over to the next month

_____ (please initial here)

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IMPORTANT REMINDERS:

1. Completing 1 to 1.5 hours of homework, four days a week (outside of the review class), is essential to their success in these test-prep sessions; it's **just as important** as the class review. If your child/ren cannot complete the assigned work at home, please **do not register them**. They will get burned out.
2. As an old saying goes: "Early is on time, on time is late." Please give your student enough time to arrive in class, settle in, and prepare for work.
3. Unless it is an emergency, cell phones are not allowed during class. Social media and online networking will be prohibited during sessions.
4. **For SEMI-PRIVATE:** Because each session is a set amount of time, it is not possible to offer the same attention to each student in the same session. If your student requires more individualized attention, consider enrolling them in **PRIVATE** classes instead.
5. These review sessions will go by quickly, as we will do many simulated tests. However, we shall have ample breaks in between. Students are welcome to bring their own refreshments, but please remind your student to minimize distractions.
6. Students may **not** bring weapons, alcohol, drugs, or tobacco products to the premises.
7. Please observe proper attire. No undergarments displayed, please.
8. For homeschooled/hybrid students, each student will receive a grade (based on their class tests) and 0.5 credit once the session is completed.
9. The first day of class is Orientation. Please make sure your child communicates what has been covered in class.

_____ (please initial here)

I, the undersigned father/mother/legal guardian, agree to the following stipulations:

- ✓ If my student/s misses a class, my student/s and I are responsible for communicating with the instructor and knowing what is assigned for the next class, if anything is required.
- ✓ I agree to pay the fees for the session (s) I have checked above. I agree with the payment plan stated above.
- ✓ During class time, I can be reached at this phone # _____.
- ✓ I understand that the evaluation and grade my student will receive is not a *pass/fail* grade.
- ✓ ***I will not*** hold Caryl Veloso and ***Almond Tree Education, LLC.*** responsible for my students' final PSAT or SAT, or ACT scores.
- ✓ I understand, agree, and will abide by all the ***Policies*** and ***Special Notes*** as expressed above.

Please sign, scan, & send your signed registration form and payment to:

Caryl Veloso

caryl@almondtreeeducation.com

Credit Card Payments: **Venmo or PayPal**

Cash & Personal Checks are NOT accepted.

Mailing Address

Thrive Coworking

44 Milton Avenue

Desk 17

Alpharetta, 30009

Signature: Parent/ Legal Guardian

Date: _____

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