



METROWEST SCHOOL OF MATHEMATICS

Affiliate of Russian School of Mathematics



2010-2011 APPLICATION FORM

STUDENT INFORMATION

First Name: _____ M.I. ____ Last Name: _____
 DOB: ____/____/____ Gender: M F Grade in 10-11: _____ Home Ph.: (____)-____-____
 Street Address: _____ City: _____ Zip: _____

PARENTS' INFORMATION

Mother's Name: _____ Father's Name: _____
 Occupation: _____ Occupation: _____
 Cell/Work Phone: _____ Cell/Work Phone: _____
 E-mail Address: _____ E-mail Address: _____

MEDICAL INSURANCE INFORMATION

Subscriber's name: _____ Insurance: _____
 Subscriber Number: _____ Group Number: _____
 Specify any allergies or medical conditions: _____

How did you learn about MWSM? Friend Internet Magazine/Newspaper Other

If referred by a current student, please list their name: _____

I authorize do not authorize MWSM to use photographs or video of my child for publicity purposes.

I have received, understand and agree to follow the MWSM Policies: _____ (Initials)

Parent signature: _____ Date: _____

THE REGISTRATION FEE, PER OUR PAYMENT POLICY, MUST ACCOMPANY THIS APPLICATION

FOR OFFICE USE ONLY			
<input type="checkbox"/> Algebra _____	<input type="checkbox"/> B <input type="checkbox"/> I <input type="checkbox"/> S	<input type="checkbox"/> Geometry _____	<input type="checkbox"/> B <input type="checkbox"/> I <input type="checkbox"/> S
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Registration Fee	Date: / /
	Planned Payment:	<input type="checkbox"/> Post Dated	<input type="checkbox"/> Semi-Annually
Comments			

2010-2011 Tuition Fees

Course Name	Hours Per Week	2010-2011 Rates (36 weeks)	Payment Schedule (semi-annual)		Alternate Payment Option
			4 months	5 months	9 postdated checks* dated the 1st day of the month September through May
			Due 09/01/2010	Due 01/01/2011	
Kids and Numbers	1.5	\$1,278	\$568	\$710	\$142
Level 1-Level 5	2	\$1,548	\$688	\$860	\$172
Level 6 (Alg + Geo combo)	3	\$2,016	\$896	\$1,120	\$224
Level 6 Algebra only	2	\$1,548	\$688	\$860	\$172
Level 6 Geometry only	1	\$936	\$416	\$520	\$104
Levels 7-11 (Alg /Pre-Calc + Geo combo)	4	\$2,628	\$1,168	\$1,460	\$292
Levels 7-10 Algebra only	2.5	\$1,935	\$860	\$1,075	\$215
Levels 7-11 Geometry only	1.5	\$1,278	\$568	\$710	\$142
Pre-Calculus only	2.5	\$1,935	\$860	\$1,075	\$215
Calculus	4	\$2,628	\$1,168	\$1,460	\$292
SAT Math	4	\$2,628	\$1,168	\$1,460	\$292
SAT English	2	\$1,548	\$688	\$860	\$172
Creative Writing	1.5	\$1,278	\$568	\$710	\$142
Math Challenge (Gr. 3-5) 10 class session	1	260**	N/A	260**	N/A
Math Challenge (Gr. 6-8) 10 class session	1.5	360**	N/A	360**	N/A
Chess 10 class session	1	260**	260**	260**	N/A

*Post-dated checks are securely stored and are deposited on the 1st day of the month. We guarantee safety of the deposits.

**Math Challenge and Chess cost is quoted per one 10-class session.

Payment Policy

1. All students, both new and continuing, including those in tutoring, need to register for every academic year. Registration fee is due every year for all continuing and new students.
2. Applicable **Tuition** and **Registration Fees** must be submitted together with the **Application Form**
3. Our preferred payment option is two semi-annual checks, due before September 1st and January 1st. Please refer to **Tuition Options** for the appropriate amounts of the check. You must select the payment option on your application. **The first tuition check, post-dated September 1st if registering before the start of the school year, is due with the application.**
4. If semi-annual checks represent a financial hardship to your family, we allow to make payments using 9 post-dated checks (dated 9/1, 10/1, through 5/1 of the appropriate year). **If this payment option is chosen, all 9 post-dated checks are due at the time of the application, with no exceptions. We do not accept an incomplete set of post-dated checks.**
5. **We do not accept credit card payments or bank deposits at this time.** All payments must be made either by semi-annual checks or 9 post-dated checks. **No other payment options will be honored.**
6. Our program is a year-long program. Once you register your children, you are responsible for all payments. No refunds are provided if your child misses a class for any reason, including illness. We will provide homework if your child has to miss a class. If you choose to withdraw your child from the program, you can do so with a two week written notice. If you later choose to re-enroll your child, a new Application and Registration fee will be required.
7. If you are enrolling in mid-year, your tuition will be prorated as follows. We will count the number of classes remaining in the year starting from the day of your enrollment, and **prorate the total annual payment** based on the ratio of the remaining classes to the total number of classes in the school year.
8. If you choose the semi-annual payment option, **a finance charge of \$20** will be automatically added to your account if the school does not have your semi-annual check by 15-th of any month the payment is due. If you choose the 9 post-dated checks option, a finance charge of \$20 will be charged to your account on the 15th day of the first month if we do not receive all 9 post-dated checks by that time.
9. **Each bounced check results in \$30 fine.**
10. If your account is more than 1 month overdue, we reserve the right to terminate your child's enrollment.
11. **The Registration Fee is applicable to both new enrollment, and annual re-enrollment of continuing students. The Registration fee is not refundable.**
 - **Exceptions:** If you are enrolling to only one of the Creative Writing, Chess or Math Challenge classes, and are not enrolling to our main program or any of the SAT preparation classes, the registration fee will be waived. Registration fee is also waived for students who are in private tutoring only.
12. **The Registration Fee** is assessed as follows
 - \$100 for students who start in the first semester
 - \$80 for students who start in the second semester
 - \$40 for students who start after April 1st.

Separation Policy

1. Parents can terminate a student's enrollment at any time for any reason from any of our year-long classes. **A two week written notice of termination is required, and the parents are responsible for two weeks payment after the written cancellation notice is received.** The school will refund any unused portion of the tuition payment after that. However the Registration Fee is not refundable.
2. The "two week cancellation notice" policy does not apply to the following "short session" classes:
 - All Summer school classes. Payment for the summer school is not refundable after two weeks before the first day of the school.
 - Any of the special 10-session classes such as Chess and Math Challenge Classes. No refunds are due after the first class of the session.
3. The school can terminate a student's enrollment at any time for one of the following reasons:
 - **The student's behavior** in the class is found to be consistently disruptive and inappropriate for a classroom and the student does not respond to teacher's requests and warnings to alter such behavior. Parents will be informed on a timely basis of any incidents of disruptive or inappropriate behavior.
 - **The tuition payment is more than one month overdue.**

In case of the student termination initiated by the school any unused portion of the tuition payment will be refunded, however the Registration Fee is not refundable.

Discounts

1. **10% - sibling discount** on the second child and 5% on each subsequent child for our regular Math curriculum. The oldest child always pays the full tuition, the second oldest gets the 10% tuition discount, the third oldest child and all other children get 5% discount.
Note that discount is for one class per child only.
No discounts are available for SAT classes (including MATH) and all non-math classes.
2. **New! We offer a \$50 discount for each new referral to the Summer School.**
3. **New! A \$100 - referral bonus** will be applied to your tuition for each newly referred student who sign-up for any Math; Algebra or Geometry class for the 2010-2011 school year and pay their Registration fee. (Note: this supersedes an earlier \$50 referral discount. The new discount amount is effective for all new registrations starting March 1, 2010.).
4. If the new family signs up to both Summer and 2010-2011 programs, the larger of the two referral bonuses apply.
5. Please note that we cannot honor referral bonuses if the referred family did not list you as the source of their referral. Please remind families you refer to remember to note your name on the application.

Pick-up and Drop-Off Policy

1. For the safety of your children please bring your children to class and stay with them until the class starts. MWSM is not responsible for children dropped off before the class. At the end of the class, please come to the reception area to pick up your child. Children will not be allowed to leave the building without their parent.
2. If you arrange a carpool or have someone else pick up your child, please notify us in writing.
3. Students must be picked up promptly after the end of their class. If you are late, our teachers or office staff will stay with your child until the child is picked up. However, \$1/min charge is applied to the student's account for every min **after the courtesy period of the first 5 min of delayed pickup.**

Missed Classes and Make-Up Policy

1. We do not offer make-ups for classes missed for any reason, including illness. Any exceptions must be approved by the Head of School.
2. In the case a class is cancelled by the school, as in the case of a snow emergency, a make-up class will be scheduled and announced.

General Policies

1. MWSM accepts all students ages 5 and up providing they agree to abide by our rules and policies.
2. Email is a preferred method of communication with the school administration, however if you wish, you can contact administration during the regular office hours by phone or in person.
3. **All the special announcements (except weather cancellations) are made through the email.** Please make sure you provide your current e-mail and notify the administration of any changes, and please make sure your email is regularly monitored.
4. **Weather cancellations** will be announced by 2 PM on the weekdays or by 8 AM on the weekends on our web site and as a pre-recorded message on the school's phone. Please check the web site or call the school. **Please do not email school administration or the teachers,** as you may not get a reply in a timely manner. Please use your own discretion if the school has not been canceled but the roads in your area are in bad condition. As always, safety first!
5. We discourage parents sitting in the classroom during the lessons as it is disruptive to the class. If you have a strong reason to request a sit-in, please contact the school administration before contacting the teacher.
6. We encourage parents to discuss their child's progress with teachers, but please limit it to the time before or after class.
7. The minimum class size at MWSM is 5 students. MWSM reserves the right to cancel any class with less than 5 students enrolled.

By Signing this Form I confirm that I have received and agree to abide by MWSM Policies.

Parent Signature

Date