



**EDUCATIONAL
SERVICES**

250 South Avenue
Suite 103
Fanwood, NJ 07023
908 322 0533

150 Morristown Road
Route 202, Suite 120
Bernardsville, NJ 07924
908 630 0300

Test Preparation

College Counseling

Curriculum Tutoring

www.ivyed.net

fanwood@ivyed.net

bernardsville@ivyed.net

Class Registration Form 2017-2018 Classes

Student Name _____ Parents' Names _____

Address _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Parent Email _____ Student Email _____

Student Cell Phone _____

School _____ Graduation Date _____

Current Math Class _____ Current Grade _____

Current English Class _____ Current Grade _____

PSAT scores: R/W _____ M _____ Year Taken _____

ASPIRE scores: E _____ M _____ R _____ S _____ Comp _____ Year Taken _____

(Please provide a copy of the full PSAT/ASPIRE results if available before the start of the first class)

Special concerns (including learning differences, health issues, etc.) _____

Test Registration: Each family is responsible for registering their child for the SAT and/or the ACT. You can do so by going to www.ACT.org for the ACT or www.collegeboard.com for the SAT. Ivy Ed recommends registering as early as possible as some testing centers fill quickly.

Ivy Educational Services Registration and Tuition Policies:

A deposit of \$850 is required for registration, with the balance of \$845 paid in full before the start of class. Total cost: \$1,695.00. We limit our class size to no more than 10 students.

Supplies: All students must bring a graphing calculator, pencils, and books to every class. Books are included and will be given to students on first day of class.

Inclement Weather: If you think class may be cancelled because of bad weather, please call the office where your class is held (Bernardsville: 908-630-0300 and Fanwood: 908-322-0533). Two hours prior to the start of the class we will record an announcement about any delay or cancellation of the class.

Private Tutoring Sessions: Your child is entitled to five private tutoring hours as a part of the class package.

These hours can be used at any time, but we do suggest waiting until the simulation results are back to see what your students needs might be.

Simulation Testing: One full-length simulation test will be offered as a part of the class package. This test is administered either on a Saturday or Sunday morning, depending on the class schedule. Please refer to the website for a list of scheduled test dates. It is your responsibility to ensure that your child takes advantage of this opportunity. Results will be emailed directly to you and the class tutors in approximately one week.

Calculator Workshops: Ivy Ed provides free calculator workshops throughout the year. These dates are subject to change; therefore registration is necessary. Every attempt will be made to provide ample opportunities for your child to participate, however, we cannot set up private workshops.

Cancellation Policy for Private Tutoring Sessions: If you cancel a scheduled appointment at least 24 hours before the scheduled time, it will be rescheduled without charge. If an appointment is cancelled within 24 hours of the scheduled session, your student will forfeit 30 minutes of a private session. If he or she misses a session completely, you will forfeit one hour completely. To cancel an appointment, please call the office at which the tutoring is to take place. If no one is available, please leave a message and also call your tutor directly. Please be aware that we only offer make-up dates if three or more students miss the same class date. Call the office if you have any questions.

Parent Authorization: I understand that Ivy Educational Services does not guarantee that a student's test scores will improve as a result of tutoring and/or classes.

**Parent
Signature** _____

(Date) _____

For office use only

Class: ACT or SAT	Class Date:	Class Time:
Instructors:		
Email confirmation sent:		
Deposit:	Balance received:	
Coupons:		
Books: yes no	Payment received:	
Diagnostic Test available: yes	no	