

Marlboro Learning Center

172 Route 9 North, Suite G (2nd Floor), Morganville, NJ 07751
732-425-2049 732-439-5468 732-429-0846

APPLICATION FORM

(One Application per Student)

Please completely fill in the following:

Last Name: _____ First Name: _____
Date of Birth: _____ Gender: _____
Street Address: _____
Apt. Number / PO Box (if applicable): _____
City/Town, State, Zip Code: _____
Home Phone Number: _____
Emergency Contact Number: _____
Email Addresses: _____

School Attending: _____ Grade: _____
Special Program (Science&Engineering, Business, etc.): _____

SUBJECTS FOR ENROLLMENT

Biology	Chemistry	Physics	Algebra I	Algebra II	Geometry	Pre-Calculus	Calculus
English	Spanish	Chinese	History	Economics	Computer	Art	Other

Referred by: _____

*I have read the Policy of the Marlboro Learning Center.
By signing this application form, I agree to comply with all of the rules set in the Policy.*

Marlboro Learning Center Policy

General

1. You must arrange all classes and payments, including private tutoring and essay correction, **only** through the Center.
2. Failure to comply with rules set in this policy will result in loss of learning privileges at the Center.

Registration

1. Complete all requested information and sign the *Registration Form*. Phone number and email address are required for communication and payment notification.
2. Drop the completed *Form* along with your first payment into the Payment Box or give it to a staff member at the Center.

Attendance

1. You should attend class every week because we have reserved a class space for you. Only **one absence** is allowed for each month. Special arrangements may be negotiated for unusual circumstances.
2. Prior to your absence, you must notify the Center (732-425-2049, mlc.wei@yahoo.com) **24 hours in advance**. If you fail to do so, you must still pay for the lesson that you have missed.
3. You must be picked up immediately after your lesson ends. If you fail to do so, you must **pay for the time** that a teacher/staff accompanied you at the Center.

Tuition Payment

1. The monthly tuition is due on your first lesson of the month. A \$15 late fee will be charged if your tuition has not been received by the 15th of that month.
2. The non-refundable tuition for a special term, such as a summer program, must be received prior to the starting date of that term.
3. The tuition should be paid in full for a month/term. If you don't pay the total tuition, a \$3 processing fee will be charged for each separate payment.
4. Make the check payable to: *Marlboro Learning Center*. On the check, please write the student name, the class you are attending, and the month that you are paying for. If you plan an absence, please write all dates that you will attend.
5. Drop the payment check into the Payment Box or give it to a staff member at the Center.
6. Credit will be given for a lesson that has been paid for but can't be taken, if minimum attendance requirement was met and 24-hour advanced notice was received by the Center.

Class Priority

Due to the limitation of resources, time, and space, the classes will be arranged according to the following priority:

- 1) Group Lesson
- 2) Semi-Private Lesson
- 3) Private Lesson

In the case of irresolvable conflict, the lower priority class may have to be rescheduled, merged, or even cancelled.

Multi-Class Discount

1. Students from the same household will receive tuition discounts when they or their siblings take multiple classes at the Center.
2. You will receive 5% off for each additional class. The discount will be based on the lesser of the classes.

Care of Property

1. You are responsible for the proper care of all books, supplies, equipment, and furniture of the Center.
2. Students, who disfigure property, break windows, or do damage to property of the Center or the neighboring unit / building, will be required to pay for the damage done or replace the damaged item.

You - The Students and Parents
The Center - Marlboro Learning Center