



Church of Christ of Upland Tutoring Center
 196 South 3rd Ave.
 Upland, CA 91786

Phone: (909) 920-6765 Email: tutoring@churchofchristofupland.org
 www.churchofchristofupland.org

Tutoring Center Student Application

Please complete the form and return it with the
\$50.00 non-refundable and non-transferable registration fee.

PLEASE PRINT LEGIBLY.

Application Date: _____ Start Date: _____

Child's Last Name: _____ First Name: _____ MI: _____

Date of Birth: _____ Gender: M / F

Parent Name: _____ Address: _____ City: _____ Zip: _____ Employment: _____ <div style="text-align: center; font-size: small;">Company/Occupation</div> Preferred Phone Number: _____ <input type="checkbox"/> Cell _____ <input type="checkbox"/> Work _____ <input type="checkbox"/> Home Secondary Phone Number: _____ Email: _____	Parent Name: _____ Address: _____ City: _____ Zip: _____ Employment: _____ <div style="text-align: center; font-size: small;">Company/Occupation</div> Preferred Phone Number: _____ <input type="checkbox"/> Cell _____ <input type="checkbox"/> Work _____ <input type="checkbox"/> Home Secondary Phone Number: _____ Email: _____
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Does child live with both parents? Yes No If **no**, with whom? _____

How did you find out about us? _____

Language(s) spoken at home:

Does your child have any allergies? Yes No If **yes**, please list:

Program Time:

2:00 p.m. – 6:00 p.m. ____M – F

Or

____M. ____Tue. ____Wed. ____Th. ____F ____

_____ (initial here) – Please initial to acknowledge that the \$50.00 registration fee is **NON-REFUNDABLE and NON-TRANSFERABLE**. Please remit payment by cash or check payable Church of Christ of Upland.

FOR OFFICE USE ONLY

Date Received: _____ Fee Received: Cash / Check No. _____

Received by: _____ Approved by: _____

Church of Christ of Upland Tutoring Center

Admission Agreement -2021- School Year

- Church of Christ of Upland has a nondiscriminatory policy of admission for children in 1st – 8th grade. Admission is based on space availability.
- Church of Christ of Upland reserves the right to ask any child to leave the tutoring center at any time when the administration determines that the program is not suited to the child or the child exhibits behavior which the tutoring center is not equipped to handle. A child may be asked to leave if the parents are unwilling to support the tutoring center policies and philosophy.
- **Church of Christ of Upland reserves the right to ask a child to leave if a tuition fee is not paid on time.**
- Parents wishing to enroll their child/children must complete the following procedure:
(Initial at each line)
 - ____ 1. Observe the tutoring center in operation. Parents should plan on attending with their child/children for this initial observation. **(NOT APPLICABLE DURING COVID-19 PANDEMIC)**
 - ____ 2. Complete and return the application with a non-refundable \$50 application fee.
 - ____ 3. Sign the admission agreement and return completed registration materials provided by the office.
 - ____ 4. *Sign-In and Sign-Out Procedure:* According to state regulations, all children must be signed in and out by their parents or guardians each day. Your child's tutor will have a sheet on which you will place the time and **PRINT** full legal signature (**initials are not legally acceptable**) when dropping off and picking up your child. **Parents or guardians who fail to sign a child in/out will be billed the amount of \$5 per missing signature.**
 - ____ 5. Update the emergency contact/parental consent form information whenever changes occur or every 6 months at minimum.
 - ____ 6. Children must come with their laptop, charger, headphones, all books and paperwork for the day.

If all tutoring session spaces are filled, prospective students will be placed on a waiting list and parents will be notified when space is available. **Children are admitted on a first-come, first-served basis.**

Student Full Name: _____

Parent/Guardian Name (Print): _____

Parent or Guardian Signature: _____ Date: _____

Church of Christ of Upland Tutoring Center
Financial Agreement 2020-2021 Instruction Year

Package Options

Learning Crew Package: Students can pick the days and times they wish to come to the Learning Crew. At the Learning Crew, students can work on their homework under the supervision of Church of Christ of Upland staff. Students can ask staff for assistance when needed.

Monthly: \$500 (M-F) Weekly: \$125 Hourly: \$10

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Times</i>					

Learning Nook Package: Students will be placed in a group of 1-6 students selected based upon the subject matter the group is working on. Group Tutoring Session students will be able to be tutored by staff in a group setting.

Monthly: \$800 (M-F) Weekly: \$200 Hourly: \$20

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Times</i>					

Learning Corner Package: Students will have their own personal tutor. Students will be personally instructed by a qualified tutor in the subject matter of choice.

Monthly: \$45/hr Hourly: \$55

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Times</i>					

Enrollment Fees

- Student Registration Fee \$50

Please read and *initial* the following:

— If payment is not made on time per option choice, **a late fee of \$50.00** will be added to your account. Amounts in the account overdue one week will result in the immediate dismissal of your child from Church of Christ of Upland.

Payment Options:

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted at the time of student registration. Options for payment are as follows:

- Option 1: Per Session Payment** – Under this plan the entire payment amount is paid on the day of the child's tutoring session. This payment is made directly to the tutoring center.
- Option 2: Weekly Payment** – Under this plan the entire payment amount is paid by Monday at 6PM of the week of the child's tutoring sessions. This payment is made directly to the tutoring center.
- Option 3: Monthly Payment** – Under this plan the entire payment amount is paid on the day of the child's tutoring session. This payment is made directly to the tutoring center.

Payment – *Cash or check payment* made out to "Church of Christ of Upland."

- ❖ Extra services to be provided at an additional fee if applicable.

I hereby acknowledge as the parent/legal guardian of the child listed below that I have received complete written program information at the time of enrollment and that I have read and understand the terms of this financial agreement and the billing process.

I hereby comply by signing below:

Child's Name: _____

Parent/Guardian (Print): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Bible Study also available, for further information please contact Rev. Pastor Kevork Halladjian

khalladjian@chuchofchristofupland.org or (626) 376-5475