



699 Summit Blvd.
P.O. Box 459
Frisco, CO 80443

970-668-0954
www.clcsummit.com

For Office Use Only:

Date: _____

- Photo Release
- Records Release
- Signed Policies

Enrollment Forms (Please print neatly)

Page 1

Student Information

Name:

Last

First

Prefers to be called

Date of Birth:

Grade:

Mailing address:

Street or P.O. box

City, State

Zip

Current school:

Student Phone and Email:

Parent Information

Parent/Guardian Name:

Last

First

Mailing address:

Street or P.O. Box

City, State

Zip

Phone Numbers Home -

Work -

Cell -

Email address:

**Emergency Contact
(other than a parent):**

Last

First

Relationship to student:

Phone Numbers: Home -

Work -

Cell -

Academic Information

Briefly describe your academic goals and what you expect to gain from your tutoring:

Does the student have: **An IEP?** Yes No **A 504 plan?** Yes No

If yes, please explain and provide a copy:

Favorite school subjects:

Ideal work environment:

Extracurricular Interests

Sports and other activities:

Interests and hobbies:

Last book read:

Student is applying for (please check all that apply):

- Tutoring Independent Education Enrichment
 SAT/ACT Prep College Counseling Other _____

How did you hear about Colorado Learning Connections, LLC?

Confidentiality and Records Release

I, (print name) _____ grant permission to the Summit School District and any of its representatives (including, but not limited to: teachers, counselors, and administrators) to speak with teachers and/or tutors from Colorado Learning Connections, LLC regarding the academic history and progress of my child, _____.

I further authorize the Summit School District and any of its representatives to release any academic records, academic testing results, and/or schoolwork requested by Colorado Learning Connections, LLC.

Name of Parent/Legal Guardian: _____

Parent/Guardian's Signature: _____ Date: _____

Student Information

Student's Legal Name: _____

Student's Preferred Name: _____

Student's Date of Birth: _____

School Information (for student's current or most recent school)

Name of School: _____

Name of School District: _____

School's Address: _____

School's Phone: _____

FOR SCHOOL OFFICIALS:

Please send student records to:

Colorado Learning Connections, LLC
P.O. Box 459
Frisco, CO 80443

Policies

- **Students must come to appointments on time and prepared.** Students should bring their assignments, notebooks, textbooks, calculator, pencils, etc. If your student arrives late to his or her appointment, the appointment will end at its scheduled time and you will be billed for the full length of the original appointment.
- **Students should plan to attend their scheduled sessions even if they have no homework or long-term projects.** Tutors always have enrichment activities planned to help develop skills, reinforce areas of weakness, or pre-teach difficult concepts.
- **You will be billed for the full length of any appointments missed without sufficient notice (see below).**
- **If you need to cancel or reschedule an appointment, provide at least three hours notice.** 24 hours notice is preferred, however we understand that things come up and people get sick. Please make sure you call at least three hours before your scheduled appointment to make any changes. You will be billed for the full length of any appointment cancelled with less than three hours notice.
- **If a student is late for an appointment or needs to leave early, you will still be billed for the full length of the appointment.**
- **If your regularly scheduled tutor is unavailable, CLC will schedule your appointment with another tutor at our discretion.**
- **Invoices are sent via email after the 20th of each month.** If you would prefer to have invoices mailed to your P.O. Box please check the appropriate box below. Please note, invoices must be emailed if you would like to pay via credit card.

Please mail invoices to _____

Please email invoices to _____

(to ensure that you receive all billing communication, please add admin@clcsummit.com and billing@clcsummit.com to your address book.)

- **Any balances left unpaid 30 days after the invoice will be subject to a 10% late fee.**

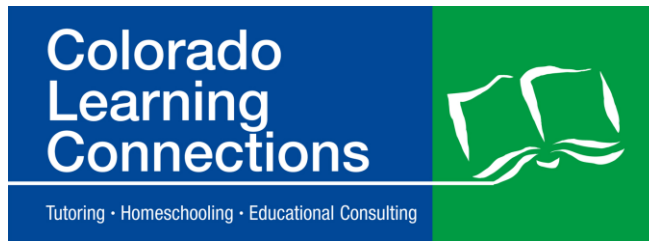
By signing this agreement, I am indicating that I have read, understand, and agree to follow the policies listed above. I am also acknowledging receipt and acceptance of the detailed billing policies as well as the appropriate contact information for Colorado Learning Connections, LLC. I understand that I will be billed for the full length of any appointment cancelled or missed without proper notice.

Parent/Guardian Name

Student Name

Parent/Guardian Signature

Date



Please keep the following pages for your reference.

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 - **Mailed**
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Information

- **All appointments will be held at the Colorado Learning Connections (CLC) office at 699 Summit Boulevard unless other arrangements have been made.**
- **Colorado Learning Connections generally follows the Summit School District calendar. This means:**
 - ✓ If Summit County schools are closed, CLC is closed. This includes scheduled days off as well as snow days.
 - ✓ If after school activities are cancelled, so are all CLC appointments.
 - ✓ If you would like to keep or schedule an appointment when school is closed (including vacations and holidays), please call.
- **Office Hours**

Monday – Thursday: 8:00 am – 7:30 pm

Friday: 8:00 am – 5:00 pm

Appointments may be scheduled outside of regular business hours dependant on staff availability.

<p><u>Contact Information</u></p> <p>Director: Ashley Hotz</p> <p>Phone: 668-0954 (office)</p> <p>Email: @CLCsummit.com</p> <p>Website: www.CLCSummit.com</p> <p>Physical address: 699 Summit Boulevard, Frisco</p> <p>Mailing address: Colorado Learning Connections, LLC P.O. Box 459 Frisco, CO 80443</p> <p>For school calendar and scheduled closings: www.summit.k12.co.us</p> <p>For snow day information, call the Transportation Hotline: 368-1777</p> <p>For activity cancellations, call the Transportation Office: 668-3015</p>	<p><u>Admin Team Emails:</u></p> <p>Ashley Hotz: ashley@clcsummit.com</p> <p>Dani Beavers: dani@clcsummit.com</p> <p>Amy Hardwick: amy@clcsummit.com</p> <hr/> <p>For Scheduling Contact Appointments@clcsummit.com</p>
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	Tutoring and Enrichment	College Counseling and SAT/ACT Preparation**
Individual Sessions	\$48.00 per hour	\$60.00 per hour
Dual Student Sessions	\$76.00 per hour (\$38 per hour, per student)	\$100 per hour (\$50 per hour, per student)

Any appointments or consultations scheduled with the director will be billed at \$75/hour.

- * Rates valid through December 31, 2012.
- * Independent schooling students who attend CLC more than five hours per week may be eligible for discounted tuition. Please contact us directly for more information.
- ** Full-length SAT/ACT preparation classes will be billed at a different rate, published at the time the class is scheduled.

Billing Policies

Payments

We (CLC) accept cash, personal and business checks, cashier's checks (bank drafts), money orders, and credit cards (Visa, MasterCard, American Express, Discover) via PayPal. There will be no fee for linked electronic payments. All payments must be in U.S. currency, and must be drawn on a U.S. bank.

Send check payments to: Colorado Learning Connections, LLC, P.O. Box 459, Frisco, CO 80443.

If you send us a check that is returned unpaid (a "bounced check"), or if your credit card charge is disputed by the issuing bank (a "chargeback"), we will charge you a \$25.00 processing fee, and assess the returned payment amount to your account. If multiple payments from you are returned, we will require that you pay by cash, cashier's check, or money order.

Billing

Unless specified otherwise in your enrollment paperwork, we will email your monthly invoice. If you require a paper statement, you can print the invoice directly from your email or request that a paper version be mailed to you.

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Cancellations

You will be billed for the full length of any appointments missed with less than three hours notice. Any appointment may be rescheduled with sufficient notice. If a student is late for an appointment or needs to leave early, you will be billed for the full length of the appointment.

You will not be billed for any appointments cancelled by Colorado Learning Connections, LLC.

Delinquent Accounts

Invoices are dated on the 21st of each month. Payment is due on or before the 5th of the following month. There is a 15 day grace period after which any unpaid balances are subject to a 10% late fee. This fee is considered liquidated damages, and is not a penalty.

If you fail to pay your bill or make payment arrangements within 60 days, we will assess an additional late payment fee, and we will suspend your services until payment arrangements have been made. In addition, once your account is brought current we will require pre-payment for all future services.

If you fail to pay your bill or make payments on your account within 90 days, we will begin the collections process.