



SAT ACT Courses
SOLUTIONS
www.solutionsbayarea.com

925-594-0685
408-404-0966

TEST DATES 2011- 2012

SAT & Subject Tests: make sure you are signed up to take the test!!! We can't do that for you.
<http://www.collegeboard.com/student/testing/sat/reg.html>

~~10/1/2011~~ ~~11/5/2011~~ ~~12/3/2011**~~ ~~1/28/2012~~ ~~3/10/2012~~ ~~5/5/2012~~ ~~6/2/2012~~

** LAST SAT DATE accepted for Seniors applying to college, some are earlier
* No Subject Tests

ACT: make sure you are signed up to take the test!!! We can't do that for you.
<http://www.actstudent.org/regist/index.html>

~~9/10/2011~~ ~~10/22/2011~~ ~~12/10/2011**~~ ~~2/11/2012~~ ~~4/14/2012~~ ~~6/9/2012~~

** LAST ACT DATE accepted for Seniors applying to college, some are earlier

RATES:

GROUP COURSE SAT (No ACT Group Courses) Taught by Head Teacher

- You are NEVER locked in. Receive pro-rated refund up until the 5th class.
- PAYMENT must be received at the first class.

\$1050 FULL PRICE

\$950 if sign up at least 1 week before class start (**registration form & deposit mailed in**)

-\$100/ each student if sign on with friend

-\$150/ each student if sign on with two friends

GROUP CLASS A LA CARTE: ~~\$150~~ **\$120** / class

makeup SAT lessons (if you miss a class): **\$40 / hr**

additional SAT lessons (ACT different rate. outside of the Group Course or afterwards): **\$60 / hr**

ALL Students are eligible to come back for FREE to a Group Course provided that:

- 1) The Class has space in the room physically
- 2) The Class is not cancelled & there is a Class available.

PRIVATE COURSE SAT or ACT Taught by Head Teacher

- You are NEVER locked in. Only pay for lesson time that you need & use.

- PAYMENT must be received at the first lesson. In some cases, you may be required to provide a deposit before we book time for you.

1 – 15 hours = \$480 \$120/hr, \$80/hr if 2 students

(Yes, this is in fact cheaper and better than the other places)

15+ hours = \$480 \$60/hr, \$40/hr if 2 students

If you switch from SAT to ACT or vice versa:

1 – 20 hours = \$120/hr

20+ hours = \$60/hr

Students who first have Private Lessons then choose to sign up for the Group Course will get **\$60 for each hour** of Private Lessons (for hours 1 – 15) deducted from the cost of the Group Course.

INITIAL DIAGNOSTIC EVALUATION / PLAN OF ACTION with Head Teacher
ONLY for those who are confused as to what to do: Where is my son/ daughter falling short? SAT or ACT? ACT vs ACT + Writing? When should my daughter/ son take the tests?

\$40 / 30 minutes \$80 / hour

ACADEMIC YEAR 2011 - 2012
Group Course Schedules as of 2012-01-24

In planning our schedules, we do our very best to take into consideration: final exams, AP exams, holidays, Winter Break, Spring Break, proms, etc.. etc.. and this is the best we can come up with!

1. Scheduling is subject to change and Students will need to notify Parents
2. Session times may go shorter or longer depending on group size & number of questions
3. **Classes may be canceled if there are fewer than 5 students**

Since every class is adjusted in REAL-TIME, if you miss a class, our Head Teacher will try to cover “less critical” material during that class, so you don’t have as much to catch up on.

What if you miss a Group Class?

- a) Read the handouts (most of what is done in class is written down)
- b) Private make-up lesson (extra charge **\$40/hr** & subject to time availability)
- c) Re-take the course free if you miss too many classes

SAT Course for 3/10/2012 SAT

WALNUT CREEK	SUNNYVALE
1/22 Sun 2pm – 4:45pm	1/21 Sat 2pm – 4:45pm
1/29 Sun 2pm – 4:45pm	1/28 Sat 2pm – 4:45pm
2/1 Wed 7pm – 9:45pm	1/31 Tue 7pm – 9:45pm
2/5 Sun 2pm – 4:45pm	2/4 Sat 2pm – 4:45pm
2/8 Wed 7pm – 9:45pm	2/7 Tue 7pm – 9:45pm
2/12 Sun 2pm – 4:45pm	2/11 Sat 2pm – 4:45pm
2/20 MON 2pm – 4:45pm * HOLIDAY WEEKEND	2/18 Sat 2pm – 4:45pm * HOLIDAY WEEKEND
2/26 Sun 2pm – 4:45pm	2/25 Sat 2pm – 4:45pm
3/4 Sun 2pm – 4:45pm	3/3 Sat 2pm – 4:45pm
(3/9 Fri 7pm – 9:45pm FINAL REVIEW)	(3/7 WED 7pm – 9:45pm FINAL REVIEW)
3/10 8am ACTUAL SAT EXAM	3/10 8am ACTUAL SAT EXAM

4/14/2012 ACT PRIVATE Lessons ONLY

SAT Course for 5/5/2012 SAT

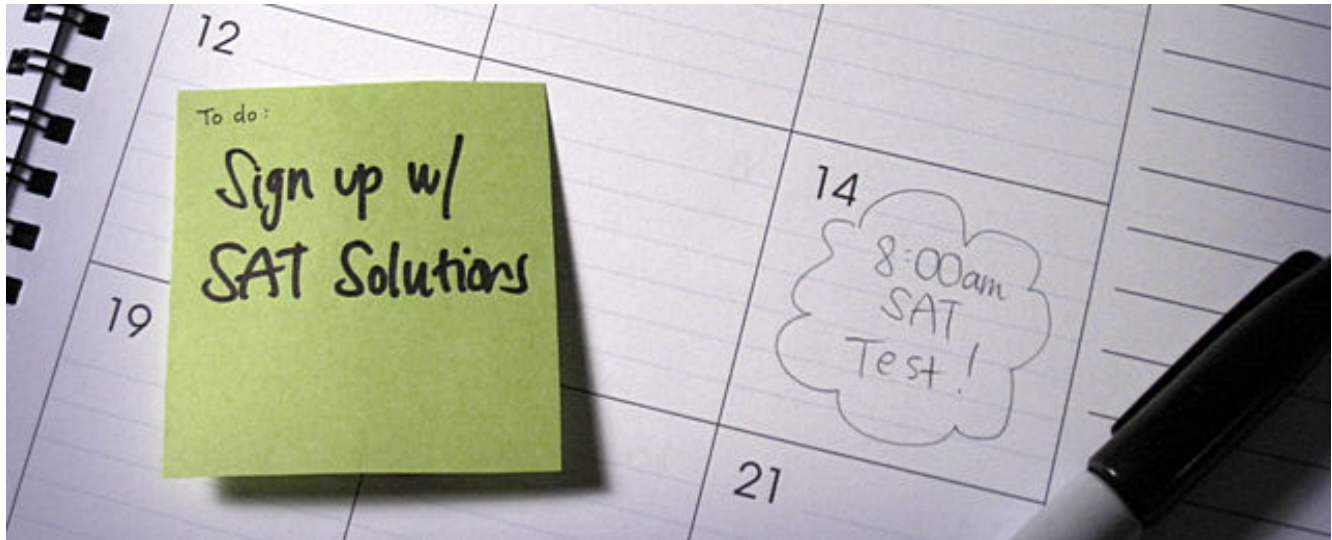
WALNUT CREEK	SUNNYVALE
3/18 Sun 2pm – 4:45pm 3/21 Wed 7pm – 9:45pm 3/25 Sun 2pm – 4:45pm 3/28 Wed 7pm – 9:45pm 4/1 Sun 2pm – 4:45pm 4/8 Sun 2pm – 4:45pm * EASTER 4/15 Sun 2pm – 4:45pm 4/22 Sun 2pm – 4:45pm 4/29 Sun 2pm – 4:45pm (5/4 Fri 7pm – 9:45pm FINAL REVIEW) 5/5 8am ACTUAL SAT EXAM	3/17 Sat 2pm – 4:45pm 3/20 Tue 7pm – 9:45pm 3/24 Sat 2pm – 4:45pm 3/27 Tue 7pm – 9:45pm 3/31 Sat 2pm – 4:45pm 4/7 Sat 2pm – 4:45pm * EASTER WEEKEND 4/14 Sat 2pm – 4:45pm 4/21 Sat 2pm – 4:45pm 4/28 Sat 2pm – 4:45pm (5/2 Wed 7pm – 9:45pm FINAL REVIEW) 5/5 8am ACTUAL SAT EXAM

5/7/2012 – 5/18/2012 AP EXAMS

SAT Course for 6/2/2012 SAT

WALNUT CREEK	SUNNYVALE
4/15 Sun 6pm – 8:45pm 4/18 Wed 7pm – 9:45pm 4/22 Sun 6pm – 8:45pm 4/25 Wed 7pm – 9:45pm 4/29 Sun 6pm – 8:45pm 5/6 Sun 2pm – 4:45pm 5/13 Sun 2pm – 4:45pm 5/20 Sun 2pm – 4:45pm 5/28 MON 2pm – 4:45pm * MEMORIAL DAY (6/1 Fri 7pm – 9:45pm FINAL REVIEW) 6/2 8am ACTUAL SAT EXAM	4/14 Sat 6pm – 8:45pm 4/17 Tue 7pm – 9:45pm 4/21 Sat 6pm – 8:45pm 4/24 Tue 7pm – 9:45pm 4/28 Sat 6pm – 8:45pm 5/5 Sat 2pm – 4:45pm 5/12 Sat 2pm – 4:45pm 5/19 Sat 2pm – 4:45pm 5/26 Sat 2pm – 4:45pm (5/30 Wed 7pm – 9:45pm FINAL REVIEW) 6/2 8am ACTUAL SAT EXAM

6/9/2012 ACT PRIVATE Lessons ONLY



REGISTER TO RESERVE YOUR SPACE:

- 1) **Decide WHEN you will take the SAT or ACT.**

***Each Course is designed for a SPECIFIC SAT / ACT TEST DATE**

(if you don't know which test you want to take, download BOTH and sit down and take them).

- 2) Check the **Course Schedule** to make sure you can make it to most of the classes.

- 3) **Check to see that there are openings** (our classes are small) by calling us at 925-594-0685 or 408-404-0966 / email info@solutionsbayarea.com

*****PLEASE NOTE: You are not considered registered / enrolled until payment has been received, EVEN IF YOU CONFIRM BY PHONE. Parents - please take responsibility. We have been in several situations where classes became over-booked because Parents sent in payments last minute and Students were turned away even though we gave them a verbal "CONFIRMED".*****

- 4) Read the **Lesson Agreement** <http://solutionsbayarea.com/lesson-agreement.doc>

- 5) Print & Complete the **Registration Form** (below) or CALL US to Register

- 6) Mail in the **Registration Form WITH YOUR \$100 DEPOSIT or FULL PAYMENT.**

You will receive an EMAIL CONFIRMATION once we receive your check.

- 7) **Download, Print, Take, Score a REAL SAT or ACT** if you haven't **done so**, so we know where you stand (see below)

*** Fake SATs / ACTs like the ones given at high schools by companies DO NOT COUNT**

SAT http://www.collegeboard.com/student/testing/sat/prep_one/test.html

ACT <http://www.act.org/aap/pdf/preparing.pdf>

- 8) **Download, Print, Start Memorizing SAT vocabulary words TODAY**

BEFORE CLASS STARTS <http://solutionsbayarea.com/vocablist.doc>

- 9) We will **email or call** every Student or Parent at **least 3 days prior to the first day of class** start to make sure they have everything and are ready to go.

After School Activities (sports, clubs, work, etc):

SAT Score: (ONLY IF REAL SAT) Date Taken: _____

* If you have never taken one, please let us know

Reading: |_|_|_| / 800 Math: |_|_|_| / 800 Writing: |_|_|_| / 800 Essay: |_|_|_| / 12

[] REAL SAT [] REAL practice SAT [] mock / fake practice SAT

ACT Score: (ONLY IF REAL ACT) Date Taken: _____

* If you have never taken one, please let us know

English |_|_|_| / 36 Math |_|_|_| / 36 Reading |_|_|_| / 36 Science |_|_|_| / 36 Essay |_|_|_| / 12

[] REAL ACT [] REAL practice ACT [] mock / fake practice ACT

Subject Tests Taken + Score

AP Exams Taken + Score

Subject _____ Score |_|_|_|/800 AP _____ Score |_|/5

Subject _____ Score |_|_|_|/800 AP _____ Score |_|/5

Subject _____ Score |_|_|_|/800 AP _____ Score |_|/5

Colleges Applying To/ Want To Apply To:

Major (if you know what you want to do): _____

I have read and agree to the Solutions Lesson Agreement:

I understand that even with the best SAT or ACT training possible, many factors will affect actual SAT test date performance not within control of Solutions. I also understand that Solutions does not report to Parents every little incident that goes wrong (i.e.: late, missed class, not completing homework, low motivation, current score status, etc). We WILL, however, contact Parents if there is a serious problem, as determined by our sole discretion.

Parent/ Guardian Name: _____

Parent/ Guardian Signature: _____ Date: _____

Please send in a NON-REFUNDABLE deposit of \$100 or FULL AMOUNT (so you don't have to write another check.) **Balance is due BEFORE or ON the FIRST CLASS, or a \$50 Late Fee may be assessed.

Please Make Checks Out To "Van Tsai" & Mail to:

Solutions
1879 Olmo Way
Walnut Creek, CA 94598

** NOTE: this is NOT where the classes take place!!!

We will call every Student or Parent the week prior to start of class to make sure they are ready to go.

TAKE A REAL SAT or REAL ACT BEFORE CLASS STARTS

SAT http://www.collegeboard.com/student/testing/sat/prep_one/test.html

ACT <http://www.act.org/aap/pdf/preparing.pdf>

WHY?

- a) We need to know what the problem areas are to help you the most.
- b) Many students don't know if they've improved or how much.
This gives an accurate score based on a GENUINE College Board SAT or ACT Inc. ACT.
- c) If your **Reading skills or Math skills are low** (below 500 on any section of the SAT) you will need **SUBSTANTIAL** extra homework.
- d) If you don't do this, you probably won't have the motivation to do the homework, and this is a bad sign.

DIRECTIONS:

1) **PRINT** out the EXAM. **For accurate results, DO NOT LOOK AT THE TEST ON THE SCREEN.**

2) **TAKE** the SAT or ACT using a **TIMER**.

- Sit quietly for 3 1/2 hours with NO distractions
- Please do not cheat, and do not stop in the middle of a section.
- Do not use extra time to go to a different section!!

- The essay (section #1) is first. Write your essay on the lined paper on the answer sheets.
- Mark all other answers on the answer sheet **JUST LIKE THE REAL THING**.
- SAT will be missing a section. (There is a reason why)

3) **SCORE** the MULTIPLE CHOICE sections of SAT or ACT using the answer keys and following the **directions**.

- You will NOT be able to score the essay. We will do that for you.

- 1) re type and email to info@solutionsbayarea.com
- 2) scan / take photo and email to us
- 3) mail it to us USPS
- 4) bring it to first lesson

**Did you score LOWER than 450 in any section of the SAT,
or LOWER than 19 in any section of the ACT?**

If YES, then you will have to do EXTRA REVIEW homework.



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WHAT TO BRING TO THE FIRST CLASS:

1) [Printout of SAT or ACT scores](http://solutionsbayarea.com/ascreen.html) from REAL SAT or REAL ACT...

<http://solutionsbayarea.com/ascreen.html>

** MAKE SURE TO **PRINT THE ESSAY** TOO!

(Windows: Alt-Prt Scr/ OSX: Command-Shift-4, then Spacebar) [DETAILED INSTRUCTIONS](#)

(then paste into Word) and email to info@solutionsbayarea.com

OR

the REAL SAT or ACT that you took from us : BRING: answer sheet, essay, EVERYTHING.

2) **OPTIONAL: high school transcript** (copy) showing everything you've taken and your grades

3) **payment**, if you have not done so already. (LATE FEE MAY APPLY)

4) **backpack/ pencil / pen / paper** << just like going to school!

5) **calculator** << no extra calculators

6) **planner** << so you know when you are on vacation, have games, going to doctor, etc

7) **food and drinks** (if you want)



SAT ACT Courses

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SAT ACT Courses

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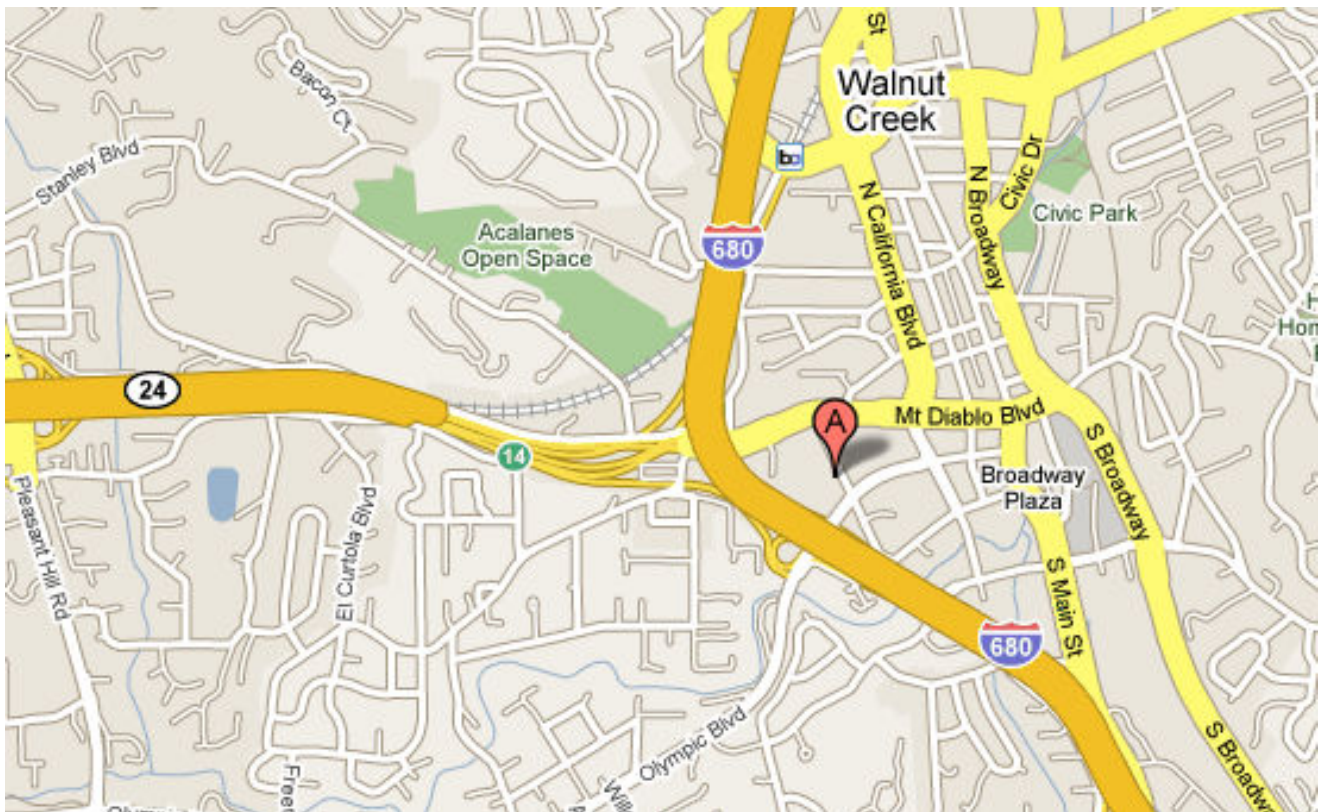
www.solutionsbayarea.com

CLASS LOCATIONS

Why isn't the exact address here?

- 1) We have several class locations in the same area, so we don't want you to end up in the wrong place.
- 2) A large number of Parents & unregistered Students "pop by" / show up to classes when they are not registered, causing disruptions.

Walnut Creek, CA 94596 - 680 / Olympic / Alpine Road
Alpine Road Walnut Creek 94596





SAT ACT Courses

SOLUTIONS

www.solutionsbayarea.com

Rates & Lesson Agreement updated **2011-10-03**

*** Solutions reserves the right to refuse service to anyone at anytime for any reason, or for no reason whatsoever.**

RATES :

*** Payment must be made at first lesson before lessons will begin.**

**** Family members of previous Students are eligible for discounted pricing.**

>> SAT (NO ACT) GROUP COURSES

Taught by Head Teacher

\$1050 (Approximately 10 * 2.5 – 3.0 hours of class time + after class help + homework)

* ELIGIBLE FOR **FREE-RETAKE**S OF GROUP COURSE (**see terms below**)

DISCOUNTS:

- **\$100** early registration (at least 2 weeks before class start)
- \$100 each student who signs up with 1 friend
- \$150 each student who signs up with 2 friends
- \$100 if you already took a course costing \$850 or more (proof of payment must be presented)

or **\$120 / class A LA CARTE**

* **not eligible** for free-retakes of Group Course

** all fees paid can be applied towards COMPLETE GROUP COURSE at later time

GROUP COURSE MISSED LESSONS:

\$40 / hour (****if time & teacher available**)

AFTER GROUP COURSE COMPLETED:

(For those Students who want a second pass at SAT / ACT Senior Year)

Additional PRIVATE SAT hours: **\$60 / hour**

LATE FEE: **\$50** if payment not received by first class

>> SAT or ACT PRIVATE COURSES / LESSONS

Taught by Head Teacher

Students usually need **about** 15 hours. If students need more or fewer lessons, the cost is pro-rated - we NEVER waste your time & money providing lessons when you don't need them because we have plenty of students to help. Private Lessons are billed in 15-minute increments and stop when Students reach their limit.

ONE STUDENT ONLY

1 - 15 hours = **\$120 / hour** = \$1800 / 15 hours (billed in 5-minute increments)

15+ hours = **\$60 / hour** thereafter

DAY OF LESSON CANCELLATION FEE **\$25 / student**

If switching from SAT >> ACT or ACT >> SAT:

1 - 5 hours = **\$120 / hr**

5+ hours = **\$60 / hr**

DAY OF LESSON CANCELLATION FEE **\$25 / student

TWO STUDENTS AT SAME TIME

1 - 15 hours = **\$80 / hour** per student = \$1200 / 15 hours

15+ hours = **\$40 / hour** per student with a friend

DAY OF LESSON CANCELLATION FEE **\$25 / student**

>> HOMEWORK HELP – HOURLY LESSONS

Taught by Co-Teacher (DEPENDS ON AVAILABILITY OF TEACHER)

Biology

Chemistry

Physics

Algebra II / Trigonometry

Pre-Calculus

Calculus AB

Calculus BC

\$60 / hour (billed in 15-minute increments)

DAY OF LESSON CANCELLATION FEE **\$20**

>> SAT SUBJECT TESTS / AP EXAMS

Taught by Co-Teacher (DEPENDS ON AVAILABILITY OF TEACHER)

(We ONLY offer teaching in areas we are absolutely proficient in, and due to availability, some teaching may not be available)

SAT Subject Biology

SAT Subject CHEMISTRY

SAT Subject PHYSICS

SAT Subject MATH 2

AP Biology

AP Chemistry

AP Physics

AP Calculus AB

AP Calculus BC

\$120 / hour (billed in 15-minute increments)

DAY OF LESSON CANCELLATION FEE **\$20**

>> College Admissions Essay Guidance, Review, Proofing & Editing :

Taught by Head Teacher

\$80/ hour (billed in 10 minute increments)

PAYMENT POLICY & METHOD

GROUP COURSE: Course fees must be paid in full at the start of the first class.

* A student is not considered registered & enrolled until payment has been received. **Students are accepted on a first-come, first-served basis.**

PRIVATE COURSE / LESSONS: Because we actually block out a lesson time for you, course fees **must be paid at the time of the first lesson.**

- As a policy, Course fees **must be paid at the first lesson before lessons start.**
- Parents are asked to pay in lesson "chunks" of 4 – 6 hours at a time.
- After that lesson time is used up, we will notify Students (not Parents) to bring another payment.
- Delays in payment will result in lessons being stopped.
- Unused lesson time is refunded.

We kindly request that you do NOT bring one check at a time, because:

- 1) Students tend to forget;
- 2) Students doing "1 lesson at a time" have a higher rate of no shows.

RETURNED CHECKS

If your check is not honored by the bank on which it is drawn, you may be liable for damages of three times the amount of the check (in addition to the face amount of the check) and other costs as allowed by **California Civil Code Section 1719** (<http://ag.ca.gov/consumers/general/badchex.php>). The minimum fee for a check which is not honored by the bank on which it is drawn is **\$50**.

In addition, should we need to pursue unpaid fees via small claims court or collections, your credit may be adversely affected.

POINT OF CONTACT:

Once lessons/ classes have started, the **PRIMARY COMMUNICATION METHOD WILL BE BETWEEN TEACHER & STUDENT, NOT TEACHER & PARENT.**

Students are responsible for completing homework and notifying Parents of **SCHEDULING CHANGES & LOCATION CHANGES** (if necessary)

a. TEXT MESSAGE / CELL PHONE ACCESS

Solutions uses **direct phone calls & text messaging as a primary means of communicating** with Students (lesson confirmations, homework assignments, location changes, scheduling changes, etc). Solutions will not be held responsible for any text messaging charges that may arise.

b. INTERNET & EMAIL ACCESS

Students will need an email account which they check at least 1 time a week and have reliable internet access. Solutions may in some cases require students to access websites, download files, and send homework using email.

PARENT/ GUARDIAN NOTIFICATIONS

Though we do keep track of student progress in terms of homework completed and improvements, due to the sheer number of students **it is NOT POSSIBLE, NOR OUR RESPONSIBILITY, to notify every Parent/ Guardian if their Student is:**

- **not on schedule – ie. "in danger of not getting through the course in time for the test"**
- **falling behind**
- **not completing homework**
- **late to class**
- **missing classes, etc,**
- **INCLUDING SCHEDULE & LOCATION CHANGES.**

We try to build a trusting relationship with each Student, and it is the philosophy of Solutions that Students **become responsible for themselves, their actions, their time management, and their homework.** WHY? Of a Student is to be prepared for college, these are skills they will need when they are away from home.

In severe situations, we will email or call Parents to notify them of problems.

STUDENT CONDUCT

Students are expected to conduct themselves in an appropriate manner. **FAILURE TO DO SO WILL RESULT IN EXPULSION FROM CLASS WITHOUT REFUND (see below)**

- Students are responsible for attending classes. Students need to find out what homework they have if they missed a class.
- Students are responsible for scheduling & location & **NOTIFYING THEIR PARENTS (IF NECESSARY)** to any changes.
- Students are responsible for completing homework.
- Bringing materials to lessons.

INVOLUNTARY TERMINATION / EXPULSION

Under rare circumstances, Solutions reserves the right to expel students from class / discontinue lessons **without refund** due to **unreasonable disruptive/ disorderly / interfering/ inappropriate behavior** of **Students as well as their Parents**, as determined by the sole discretion of Solutions.

Solutions shall not be held responsible for any other liabilities or damages.

*** Solutions reserves the right to refuse service to anyone at anytime for any reason, or for no reason whatsoever.**

EMAIL/ PHONE SUPPORT:

Solutions will provide limited, reasonable email and phone support. Excessive out of class support will result in additional charges. (limit of 3 calls per day/ 7 calls per week)

CONFIDENTIALITY AGREEMENT - PERSONAL USE ONLY

You agree that this Solutions Course Materials will be used SOLELY for the purposes of preparing for the SAT/ ACT/ or related exams.

You agree that you are not a tutor, instructor, or teacher of any kind related to the SAT, and that you are not affiliated with any type of SAT test prep or SAT tutoring company.

You further agree that you will not copy, duplicate, or give these materials to ANYONE who is a tutor, instructor, teacher, or to any test prep, tutoring company or center of any kind.

You further agree that you will not use Solutions materials to teach or tutor anyone else.

COLLECTION / SMALL CLAIMS COURT / ATTORNEYS' FEES

If Solutions is required to assign any claim under this Agreement for collection, you will be required to pay for collections / court / or attorney costs and expenses incurred by Solutions in such collection efforts.

STUDENT TEST PERFORMANCE

Even with the best SAT or ACT training possible, many factors will affect actual SAT test date performance not within control of Solutions. **Solutions is not able to guarantee any Student's test performance.**

GROUP COURSES

CANCELLATION OF GROUP COURSE

If **fewer than 5 students** are enrolled in one course, the course may be cancelled, and Students will receive a **full refund INCLUDING DEPOSIT.**

DEPOSIT – GROUP COURSES

A **non-refundable deposit** of **\$100** is required for CONFIRMED enrollment, which will be applied to Course Fees. Deposits cannot be refunded if the course is not taken.

If a Group Course is canceled due to lack of enrollment (fewer than 5 students), a full refund will be provided.

**** BALANCE OF PAYMENT MUST BE RECEIVED BEFORE OR ON THE FIRST DAY OF CLASS, OR THE STUDENT MAY BE DROPPED FROM THE COURSE with a loss of the deposit OR a \$50 LATE FEE WILL BE ASSESSED.**

BEFORE YOU PROCEED, MAKE SURE YOU ARE COMMITTED. Once you pay, Solutions will set aside a space for you, and other students are wait-listed.

*There are no deposits required for Private Courses, but students are taken on in order of payment.

FREE RETAKES OF GROUP CLASSES

Students who have paid for the complete SAT Group Course or gone through the entire SAT Private Course are eligible for free retakes of the Group Classes.

- Students **will not get a new set of materials, and may be required to purchase materials on their own.**

Why would this happen?

- a) sick – missed
- b) missed too many classes
- c) too busy
- d) not taking the course seriously
- e) too advanced

- 1) Students may come back to any class, **IF THERE IS SPACE & IF IT EXISTS.**
- 2) There is NOT necessarily a class scheduled for every SAT test date. **Sometimes classes are canceled.**

Exceptions:

- 1) Due to lack of enrollment or other reasons, **classes may be canceled.**
- 2) On certain test dates (March, May) classes are overbooked, and there may not physically be any space left.

Should the above situation occur, and Students find it necessary to receive help for the next SAT, they will be eligible to receive half price Private Lessons at **\$30/hr** instead of **\$60/hr**

CLASS SCHEDULE - GROUP COURSES

MAKE SURE YOU ARE CLEAR ON THE CLASS SCHEDULE. THE SCHEDULE cannot be changed just because you find out later you are busy on those days UNLESS the students in the class, teacher availability, and classroom availability make it possible.

LENGTH OF CLASS - GROUP COURSES

Classes are scheduled to run about 2.5 hours +/- 30 minutes. These times are approximate. Each lesson covers a set amount of material.

Factors such as student ability level and group size will affect Course speed. **As a result, some classes may END EARLY, and some classes may END LATE, causing some Parents to have to wait.**

*** Some courses, due to scheduling, will be condensed into fewer lessons which run longer. Rest assured that the same amount of material is always covered.**

LENGTH OF COURSE – GROUP COURSES

Some Students (those scoring lower than 1500) will likely need extra help above and beyond what the Group Course can offer, and will need extra lessons (see RATES above).

HOMEWORK – GROUP COURSES

Students will be assigned homework in between classes, ranging from 2 – 6 hours. Students are expected to complete homework, and failure to do so will impede success.

****IT IS NOT POSSIBLE for SOLUTIONS to notify and update every Parent if their Student is not completing homework.**

LATE – GROUP COURSE

It is the responsibility of the Student to attend all classes on time. The class cannot be held up just because of one student.

MISSED CLASSES - GROUP COURSE

Students will receive **handouts** from the day's lesson and **homework**, as well as **phone** and **email support**.

**** STUDENTS WILL NOT RECEIVE A REFUND FOR MISSED GROUP CLASSES.**

If you miss a class, your options are:

- 1) Read the handouts / solutions on your own. Everything done in class is written down.
- 2) Attend one of the scheduled group make-up sessions, IF AVAILABLE
- 3) Attend a concurrent class with a matching lesson, IF AVAILABLE
- 4) Get a PRIVATE make-up session, which will be charged (see RATES above)

***** NOTE: Make-up lessons may NOT be taught by Head Teacher.**

***** BECAUSE SCHEDULING IS VERY TIGHT, WE CANNOT GUARANTEE THAT THERE WILL BE TIME SLOTS THAT FIT YOUR SCHEDULE for a make-up session.**

- 5) Attend the course a second-time around free of charge.

WITHDRAWAL & REFUND POLICY – GROUP COURSE

Should a student discontinue classes for any reason after classes have started, there will be a **\$150** enrollment/ facilities rental & materials fee charged. (Yes, if you leave, we are still hit with the cost of the rental facility). In addition, each class that has already taken place will be charged at **\$120 PER CLASS**.

NO REFUNDS WILL BE GIVEN AFTER THE 5th CLASS.

Solutions must be given a **written notice** of withdrawal / cancellation by the parent, otherwise it is assumed that the student is **STILL enrolled in class**.

Written notice via EMAIL or WRITING must take place NO LATER THAN THE DAY **before the NEXT CLASS**, or Student will be charged for next class as well.

*As an alternative, students who are experiencing difficulty may attend a later course and apply their course fees to that or private tutoring.

SCHEDULING – GROUP COURSES

Scheduling can change due to unforeseen circumstances.

**** IT IS THE RESPONSIBILITY OF THE STUDENT to notify Parents if necessary.**

SCHEDULE CHANGES – GROUP COURSES

Should an agreed-upon in-class change in the Course Schedule cause a Student to somehow miss a lesson, Solutions will, at our option:

- 1) Provide a Private Make-Up Lesson to the Student at a different time (may be with different Teacher)
- OR
- 2) Refund the cost of a SINGLE class, calculated as follows:
(TOTAL PRICE OF COURSE – \$100 / # of CLASSES)

LOCATION – GROUP COURSES

Location can change due to unforeseen circumstances.

** IT IS THE RESPONSIBILITY OF THE STUDENT to notify Parents

UNFORESEEABLE CIRCUMSTANCES – LOCATION

Should there be a problem with the Group Course location, and no suitable substitute can be found, Group Course fees will be refunded based on (TOTAL PRICE OF COURSE – \$100 / # of CLASSES)

UNFORESEEABLE CIRCUMSTANCES - TEACHER

Should the Head Teacher become sick, incapacitated, or for **whatever reason** unable to teach a class, a **Substitute Teacher** may be used to teach the class.

In the unforeseeable event that Solutions is unable to fulfill its duties and obligations in providing lessons, Course Fees will be refunded at a **pro-rated amount**. ((TOTAL PRICE OF COURSE – \$100) / # of CLASSES)

Solutions shall not be held responsible for any other liabilities or damages.

PRIVATE COURSES / LESSONS

LOCATION – PRIVATE LESSONS

Location can change as well, and will be decided at a mutually agreeable location.

FOR THE MOST PART, Private Lessons will be conducted either at **our location, library, bookstore, or café.**

**** We know that EVERY parent would like tutoring to take place at their home, however that is just not possible. You MUST be willing to compromise when it comes to location, even if it's not THE PERFECT location. We've been doing this or years, and have never had a problem meeting students at various locations.**

Private Lessons do not take place at the Student's home. Why NOT?

1) Many students function poorly at home / the lighting is often poor / there are family distractions / student has many distractions which detract from the lesson.

2) Students tend not to function 100% when at home.

3) Because lessons are scheduled back to back with very little time in between & traffic conditions, it is nearly impossible to drive from one home to another in the time allotted.

MAXIMUM EFFORT & SCORE

Students who take our courses are assumed to trying to get their highest possible score on the SAT / ACT.

***** If you are of the mentality that "we just want a little bit of improvement, but we're not going to try our best or put that much effort into it", then that has to be made clear up front, and you will take a lower priority in scheduling and in our efforts.**

MISSING THE TARGET TEST DATE

Because every Student is at a different level and Private Courses / Lessons are adjusted for each student, it is impossible to predict exactly how many lesson hours / how long it will take to move through the entire course. Some Students will require fewer hours, and other will require more.

* Students who **sign up and start too late** are at higher risk of not completing the course due to time constraints. Because of tight scheduling, we may not get all the lessons in.

Many factors can delay / disrupt completion of the course:

starting too late, tiredness, stress, illness, injury, sports, extra-curricular activities, schoolwork, final exams, travel, not completing homework, or improperly completing homework, difficulty understanding material, etc.

* Solutions is NOT RESPONSIBLE for students who are unable to get through the course in time for their scheduled SAT or ACT test date.

SCHEDULING – PRIVATE COURSES

a) We know that EVERY student is busy with lots of activities. If you are so busy that you cannot be flexible in lesson times, then it may not be a good idea to sign up. We cannot guarantee that we will have time for your lesson at exactly the time you want it. Private Lessons does NOT mean our teachers are available when you want them to be.

b) Please make sure you have the time to do this BEFORE we start. If you sign up, and keep canceling lessons because you are busy, you will likely NOT complete the course before your TEST. ** Solutions will not be held responsible for incomplete courses.

c) Scheduling is flexible and **can in fact change weekly**, however we will try to set a mutually agreeable weekly time.

d) Solutions **WILL NOT** set aside a specific weekly time slot for Students. Each lesson is scheduled at the **end of the previous lesson**. ** See below for "disappearing students"

SCHEDULING COMMUNICATION – PRIVATE COURSES

Because time slots get filled, and availability changes rapidly, **NO SCHEDULING WILL BE DONE VIA EMAIL**. Why NOT? It takes several emails to set up even one lesson.

Scheduling MUST be communicated via TEXT MESSAGE or PHONE.

SCHEDULING PRIORITY – PRIVATE COURSES

***** Because Solutions gets completely booked up, students are scheduled using a priority system. Time slots are filled on a First-Come / First-Serve basis.**

LENGTH OF COURSE – PRIVATE COURSES

** Since some students move faster and some student move slower, additional hours may be needed to complete the course. Those completing the course faster will receive a refund based on the number of hours used.

BEFORE YOU PROCEED, MAKE SURE YOU ARE COMMITTED. Once you pay, Solutions will set aside time for you, and other students are wait-listed. However, if you show a record of cancellations & missed lessons, you will be dropped & replaced by another student.

HOMEWORK – PRIVATE COURSES

Students will be assigned homework in between classes, ranging from 2 – 6 hours. Students are expected to complete homework, and failure to do so will impede success.

In addition, **failure to complete assignments will delay the course resulting in possibility of course not being completed in time. THIS MAY RESULT in additional hours being needed.**

IT IS NOT POSSIBLE for SOLUTIONS to notify and update every Parent if their Student is not completing homework.

LATE – PRIVATE COURSES

Students are charged the full-amount for lessons even if they are late. Solutions is not obligated to make up lost time due to late students, though we will make an effort to do so.

Should Solutions Teacher be late, that lost time will be made up to the Student.

MISSED / CANCELED LESSONS – PRIVATE COURSES

a) If a Student misses a lesson without notifying Solutions, **YOU WILL BE CHARGED FOR THAT LESSON, which will be AT LEAST 1 HOUR or 1.5 HOURS.**

b) If a Student notifies Solutions the same day, that lesson is converted into a **Future Lesson Credit**, and will be charged at the hourly rate, whether or not that Student takes that lesson

OR

there will be a **\$25 cancellation charge.**

c) If a Student notifies Solutions by **8pm** the night BEFORE the lesson time, Students may (not guaranteed) make up missed lessons, depending on availability of time. Solutions will work with you to reschedule. However, **Solutions is not obligated to make up missed lessons due to last-minute notification.**

**** If a Student misses / cancels / postpones too many lessons, there is no guarantee that we will be able to fit in all lessons before Test Date. The Student assumes all risk of non-completion of Course**

** Should a Student cancels a lesson **two consecutive times**, that lesson may be forfeited.

Should a Student miss two consecutive lessons without notifying Solutions, that Student may be dropped.

DISAPPEARING STUDENTS / FAILURE TO COMMUNICATE – PRIVATE COURSE

Students who are not scheduled for their next lesson should **contact Solutions to set a date and time.**

Solutions will make every reasonable effort (i.e. contact parents & students via phone and email) to set up next lesson time.

Ongoing failure to communicate may result in the Private Course not being completed by Test Date.

Solutions will not be held liable for any damage or loss, and no refunds will be given for undelivered lessons.

*** IF A STUDENT should "disappear" for 2 weeks or more, that Student may be dropped and replaced by another Student.**

Students who have "disappeared" will be charged for 1.5 hours a week.

**** If A STUDENT "disappears" for more than 30 days, it will be assumed that the Student is no longer taking lessons from Solutions, and NO REFUNDS WILL BE GIVEN.**

WITHDRAWAL & REFUND POLICY – PRIVATE COURSE

Solutions must be given a written notice of withdrawal / cancellation or it will be assumed that the student will continue taking lessons. Should a student "vanish" without notifying Solutions in writing within 30 calendar days of the last actual lesson, no course fees will be refunded.

*** Difficult / problematic Students or Parents**

*** Student reaches "maximum potential":** Should Solutions determine that continued lessons will not be of any value to the Student, based on the Student having reached "maximum improvement", lessons will be immediately discontinued and Course Fees will be refunded at a pro-rated amount charged at the **hourly rate**. It is our policy that we only help Students who need help.

*** Lack of motivation / lack of progress:** Should Solutions determine that a student is in serious lack of motivation, that student may be dropped. Course Fees will be refunded at a pro-rated amount charged at the **hourly rate**

*** Lack of time / Too busy / Too many missed lessons:** Should Solutions determine that a student just does not have enough time, or is difficult to schedule in, that student may be dropped. Course Fees will be refunded at a pro-rated amount charged at the **hourly rate**

UNFORESEEABLE CIRCUMSTANCES – PRIVATE COURSES

In the unforeseeable event that Solutions is unable to fulfill its duties and obligations in providing lessons, (i.e. illness, injury, disablement, car problems, meeting location issues, unexpected circumstances) Course Fees will be refunded at a pro-rated amount calculated based on the **hourly rate**.

Solutions shall not be held responsible for any other liabilities or damages.

LIVE ONLINE TUTORING

TECHNOLOGY REQUIREMENTS

- 1) computer with Fast & Reliable HIGH SPEED INTERNET ACCESS
- 2) webcam
- 3) Skype + Video Conferencing

ELECTRONIC DOCUMENTS

- 2) For live online tutoring, Solutions will email you electronic documents containing copyrighted course materials.

These documents are for your own use only, and are not to be emailed / distributed to anyone else.

If you do not agree to these terms, we cannot email you these course materials, and the course materials will have to be sent to you via postal service, which could delay your lessons.

PERSONAL USE ONLY

You certify that this Solutions course material will be used SOLELY for the purposes of preparing for the SAT.

You certify that you are not a tutor, instructor, or teacher of any kind related to the SAT, and that you are not affiliated with any type of SAT test prep or SAT tutoring company.

You further certify that you will not copy, duplicate, or give these materials to ANYONE who is a tutor, instructor, teacher, or to any test prep, tutoring company or center of any kind.

HOME STUDY COURSE

PERSONAL USE ONLY

You certify that this Solutions Home Study Course will be used SOLELY for the purposes of preparing for the SAT.

You certify that you are not a tutor, instructor, or teacher of any kind related to the SAT, and that you are not affiliated with any type of SAT test prep or SAT tutoring company.

You further certify that you will not copy, duplicate, or give these materials to ANYONE who is a tutor, instructor, teacher, or to any test prep, tutoring company or center of any kind.



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