

Small Group Lesson Application

Please fill out one copy of this page for each student you are applying for.

Student Information

First Name: _____ Last Name: _____

Email: _____ Age as of Sept. 1: _____

Family's Information

Parent/Guardian's Name: _____

Parent/Guardian's Email: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Phone Number: _____

Please briefly describe your student's writing experience:

Does your student have any learning difficulties?

Small Group Information

What course(s) is your group applying for? _____

Who are the other students in your group? _____

What days and times work best for your group? _____

If you have any requests concerning schedule, course material, or your student, please briefly write them here.

Terms of Agreement

Students and Parents must read and initial each of the following:

1. Age Requirements for Course

Parent Student

The suggested age for this course is _____, however, exceptions can be made with approval from the teacher.

2. Communication

Parent Student

Following these procedures will help eliminate miscommunication and confusion:

- Students must keep a written record of all assignments given in lessons. Students are responsible to know exactly what is assigned and when it is due.
- Check your e-mail daily to receive feedback and updates. This enables you to stay caught up with corrections and course work.
- Please be prompt with replies to the teacher.
- Remember that the teacher is available through e-mail and, if needed, by phone. She will willingly and patiently answer any and all questions from students and from parents.
- Gossip, slander, and inappropriate language are strictly forbidden

3. Time Required

Parent Student

Time requirements to complete course work outside of lessons will vary among individual students, and it is the student's responsibility to manage their time accordingly. Parents, please assist them as needed. Some older students may also need to check their emails at least once a day for feedback and updates.

4. Tutoring Fees

Parent Student

Should a student require assistance beyond normal instruction, lesson time, and feedback, it may be deemed necessary to establish tutoring sessions. If the parent(s) of the student and the teacher agree to such sessions, the additional fee is \$35 per hour or \$25 per half-hour session. *These tutoring fees are not included in student tuition.*

5. Assignments

Parent Student

All assignments are to be completed by students in the time frame given by the teacher. Students are responsible for knowing and keeping a record of the course work requirements, and to accept the consequences for not meeting those requirements. *The teacher retains the right to reject or not give feedback on assignments that are not submitted by the given deadline.*

6. General Requirements Regarding Attendance

Parent Student

Regular attendance is necessary for a student's progress. Each new lesson builds on the previous one, making it important to attend every lesson offered during the term. Irregular attendance prevents students from learning the ideas and concepts taught in a course.

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7. Tardiness

Parent

Student

Arriving to a lesson **late or unprepared** is considered **tardy**. Be punctual and ready to participate. Tardiness is a disruption and a hindrance to the other students and the teacher. If you know you will be late, please notify the teacher before the start of a lesson. Arriving late without notice will be considered tardy. Each instance of tardiness will result in the following:

1. On the first instance, the student will be advised and encouraged to come prepared and be on time.
2. On the second instance, the student will not be able to attend the lesson until all due homework is turned in.
3. On the third instance, the student will not be able to attend the lesson until all due homework is turned in and the teacher will consult with the student and parents/guardians to establish a plan for future punctuality and readiness.
4. On the fourth instance, the student may be dismissed from the course at the discretion of the teacher.

To prevent tardiness, be in the habit of checking all homework the day before and plan to arrive 5 -10 minutes early.

8. Absences and Make-up Work

Parent

Student

Attendance is marked as either “present” or “absent.”

In the event of unintended absences due to illness or unforeseen circumstances, the student must contact the teacher to collect notes and assignments from the missed lesson. It is the student’s responsibility to gather this material and make-up any missed work.

Parents, if you know that your child will miss a lesson due to planned travel or other events that conflict with lesson time, please notify the teacher **2 weeks in advance**. **Assignments will be due when the student returns**, unless otherwise directed by the teacher.

9. Course Withdrawal

Parent

Student

Any student wishing to withdraw from a course must do so by notifying the teacher. Please take note of the “Refund Policy.” Failing to attend a lesson is not the same as withdrawing from a course, and may result in the forfeiture of any refund.

10. Late Work

Parent

Student

The student is the first cause of learning. The teacher cannot complete the student’s work, understand for him, or force him to complete assignments. The students must take on the commitment to do the work and turn it in. If the student becomes two weeks behind in his work for reasons other than family emergency, the teacher reserves the right to no longer assess the student’s work, require tutoring fees for the student, or remove the student from the course.

11. Required materials

Parent

Student

This course does not provide the required books or materials. It is the student’s responsibility to view the course syllabus and purchase the required books.

Terms of Agreement

12. Homework

Parent Student

Homework is assigned in order to (1) apply the ideas taught in a lesson (2) prepare for discussion, and (3) prepare for the next lesson.

Homework may be assigned by the teacher at her discretion. It is important that students complete the work in a timely manner and according to the parameters given by the teacher. All homework is to be done by the student.

Assessment Policy

13. Principles

The purpose of assessment is to give the student feedback on their writing so they can learn more effectively. Assessment must be objective, clear, known, and fitting. Some homework may not require formal assessment.

14. Procedure

Parent Student

The teacher assesses homework and essays using an alternate form of grading which can be found in the evaluation guide chart in the syllabus. If at any time the student is struggling with the course, the teacher will inform the parents and discuss the best course of action.

15. End of Course Evaluations

Parent Student

Evaluations will be sent to the parents upon the conclusion of all course work. The evaluation will give a recommended grade and an overall assessment of the student's work.

16. Student Conduct

Parent Student

Together we will conduct ourselves according to the biblical principal in Mathew 7:12, *"In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets."* (ESV)

We will practice the Student Virtues: Love, Humility, Patience, Constancy, Perseverance, Temperance, and Self-control. As a group, we will pursue Truth, Goodness, and Beauty with kindness and respect towards each other.

17. Financial Information

Parent Student

All students must enroll by sending the Small Group Application form and the Terms of Agreement, fully completed and signed, to the teacher. Once accepted, the teacher will notify the student and family via e-mail, followed by an invoice for the course tuition. **Payments must be made before the first lesson.** Please feel free to contact the teacher with any questions concerning course tuition.

18. Payment Delinquency

Parent Student

Failure to make full payment will forfeit the student's seat or access to the course. The seat will remain closed to your child until a full payment has been received.

Terms of Agreement

19. Refund Policy _____ _____
 Parent Student

If you decide to drop a course, tuition will be refunded according to the following schedules:

Before the first lesson: 100%

Before the end of the second week of the course: 50%

After the end of the second week of the course: No Refunds

Note: All withdrawals are final.

I have read all of the above terms of agreement and agree to abide by them:

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____