

# APPLICATION FORM FOR PART TIME SERVICES

Date: \_\_\_\_\_

Please check off service required:

**Tutoring:** A non-refundable deposit is payable at registration. Grade and Subject: \_\_\_\_\_  
Preferred days/ times: \_\_\_\_\_ # of Sessions per week: \_\_\_\_\_

**SkillBoosters Tutoring Group**

**Assessments:** Fee is payable on day of assessment.

I have read, understood and accept the conditions as outlined in the "Terms of Service for Tutoring":  
(see page 3)

\_\_\_\_\_  
Signature

**Correspondence should be addressed to:**

**Name** (Mr, Mrs, Miss, Ms, Dr or combination): \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** (H) \_\_\_\_\_ (B) \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age** \_\_\_\_\_ **female**  **male**

**Student's Address:** (same as above  or \_\_\_\_\_  
(mm/dd/yyyy)

**Postal Code:** \_\_\_\_\_

**Present School:** \_\_\_\_\_ **Board:** \_\_\_\_\_ **Present Grade:** \_\_\_\_\_

**Name of teacher whom we should contact, with your permission** (see back): \_\_\_\_\_

**Has your child ever attended any programs through our Centre?** Yes  No

**If so, what programs?** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Siblings** (please give their ages): \_\_\_\_\_

**Have sibling ever attended any programs through our Centre?** Yes  No

**If so, what programs?** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Name of Father** (Mr, Dr): \_\_\_\_\_ **Name of Mother** (Ms, Mrs, Dr, Miss): \_\_\_\_\_

**Address:** (same as above  or) \_\_\_\_\_ **Address:** (same as above  or) \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Telephone:** (H) \_\_\_\_\_ (B) \_\_\_\_\_ **Telephone:** (H) \_\_\_\_\_ (B) \_\_\_\_\_



Visa and MasterCard are accepted

Please complete page 2 



**TURNBULL LEARNING CENTRE LTD.**

1132 Fisher Avenue, Ottawa, Ontario K1Z 6P7  
(between Carling and Baseline)  
Tel: 613-729-9940 Fax: 613-729-1636

# APPLICATION FORM FOR PART TIME SERVICES (CONTINUED)

Previous schools attended *(please include school name, grade levels and city if not in Ottawa):*

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Student's interests and extra curricular activities:

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Student's strengths:

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Difficulties *(if any)* experienced this year:

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Other issues that would assist us in educating your child:

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Resource assistance or enrichment received *(specify when and what it covered):*

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Previous assessments: \_\_\_\_\_

By Whom: \_\_\_\_\_ When: \_\_\_\_\_

*(Please enclose copies of any assessments and most recent Report Card)*

Please list the main objectives you would like to see addressed in our Centre:

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I give permission to Turnbull Learning Centre to discuss my child's progress with the school or board personnel, if required, in order to determine objectives, needs and strategies.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Please include a copy of the student's most recent school Report Card with this application.**

OFFICE USE ONLY

DEPOSIT RECEIVED:

DATE:



# TURNBULL LEARNING CENTRE LTD.

*Helping You Build Your Future  
Since 1981*

## TERMS OF SERVICE FOR TUTORING

Thank you for choosing to involve Turnbull Learning Centre in your child's education. We look forward to providing support and communicating with you. If at any time you have questions about the program or your child's progress, please feel free to call us.

The following information has been prepared for you to clarify how the billing and make-up sessions work. Please call if you have any questions.

### Dates & Holidays

For billing purposes, the academic terms will be as follows:

	TERM
Fall	08 Sep 08 to 18 Dec 08
Winter	05 Jan 09 to 14 Mar 09
Spring	23 Mar 09 to 12 Jun 09

	SEMESTER
Term 1	08 Sep 08 to 23 Jan 09
Term 2	26 Jan 09 to 12 Jun 09

Unless specially arranged with your tutor, tutoring will not take place on the following dates:

**Thanksgiving Weekend:**  
October 11 to 13, 2008

**Winter Break:**  
December 19, 2008  
to January 4, 2009

**Family Day:**  
February 16, 2009

**March Break:**  
March 14 to 22, 2009

**Easter Weekend:**  
April 10 to 13, 2009

**Victoria Day Weekend:**  
May 16 to 18, 2009

Lessons will continue as scheduled on P.D. days that may take place at your child's school.

### General Information

- One, one and a half, two or three hour schedules will be arranged per week based on the student's needs.
- **A \$200 deposit, payable at registration, is requested.** The deposit will be held until termination of services and will be applied to any outstanding balance. Any difference will either be billed or refunded.
- **A minimum of 4 sessions is required.** If a student terminates prior to the completion of four sessions, the balance of your deposit will be forfeited.
- **One week's notice prior to termination is requested.**
- Invoices will be issued **based on the number of scheduled hours originally agreed upon**, by the 10<sup>th</sup> of the following month.
- **Credit will be given only** if a session is cancelled by the tutor or for religious holidays.
- If a student is unable to attend, providing notification is received at least 24 hours prior to the day in question, **a make-up session will be arranged directly with your tutor (maximum of 2 make-ups per term).**
- **Make-ups are not offered for SkillBoosters.**
- **Make-up sessions cannot be accumulated** from term to term, nor replace a scheduled session. They also should be taken before termination of services. This encourages a regular commitment and helps to ensure continuity in each student's program. Make-ups will not be offered for a no-show and you will be charged the regular fee.
- **Final Report**, indicating your child's progress, will be issued on termination of tutoring services.

#### **Billing:**

- Payments can be made by Visa, MasterCard, cheque or electronically with the major chartered banks.
- To charge tutoring fees automatically to your Visa or Master Card, please complete the payment form.

#### **Overdue Accounts:**

- Interest, at a rate of 1% per month, will be charged on unpaid balances after 60 days.
- A charge of \$25 will be applied to all payments returned by the bank.

#### **Check-In:**

- On the first visit, please ask your child to check in at the Reception desk near the Library so that the tutor can be informed of his/her arrival.