



# The Learning Center

HILL COUNTRY CHRISTIAN SCHOOL OF AUSTIN

## Tutorial Program Enrollment Request

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent Name \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business/Cell Phone \_\_\_\_\_

### FEES

**Individual Tutorials:            \$50 per hour            (\$500 per ten-session package)**

*Tutorial fees are payable in increments of ten sessions at a time.  
 Payment is due with enrollment request, and may be submitted to the HCCSA school office (Wendi Trevino).*

Please indicate the number of days per week being requested: \_\_\_\_\_ days per week

Please indicate the subject area in which you are requesting tutorial services:

\_\_\_\_\_ Reading    \_\_\_\_\_ Math    \_\_\_\_\_ Shurley Grammar    \_\_\_\_\_ English  
 \_\_\_\_\_ Science    \_\_\_\_\_ History    \_\_\_\_\_ Dyslexia Intervention (BLS)    \_\_\_\_\_ Latin

Please indicate your preference for day(s) for tutorial services:

\_\_\_\_\_ Monday    \_\_\_\_\_ Tuesday    \_\_\_\_\_ Wednesday    \_\_\_\_\_ Thursday    \_\_\_\_\_ Friday

### TLC Tutorial Policies:

*All tutorials will be scheduled on a first come-first served basis. As the tutors' schedules fill up, students will be placed on a waiting list. For individual tutorials, arrangements can be made between the tutor and family regarding tutorial times.*

**EXCUSED ABSENCES:** *When advance notice events take place (i.e., illness, medical/dental appointments, vacation), the student/parent has full responsibility to contact the assigned tutor - a minimum of 24 hours in advance - in order for the absence from tutorial to be excused. The tutor is not obligated to schedule make-up lessons for unexcused absences. Every effort will be made to make up excused absences with the understanding that not all excused absences may be able to be rescheduled. When a tutorial will be missed due to illness, please give the tutor as much prior notification as possible.*

**UNEXCUSED ABSENCES:** *All other absences from tutorials are considered unexcused and make-up sessions will not be rescheduled.*

**“I have read, understand, and agree to the Tutorial Program Policies set forth by The Learning Center at Hill Country Christian School of Austin.”**

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

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**For TLC - HCCSA Use**

Date Rec'd	Amt.	Ck #	School Office – Wendi Trevino	Director of TLC – Irma Plaza