

# STUDENT APPLICATION/TRANSFER FORM

TO BE COMPLETED BY INSTRUCTOR ENROLLMENT

NEW  CHANGE OF INFO  INCOMING TRANSFER (enrolled within 60 days)

CENTER ID

SUBJECT ENROLLING

- Math
- Reading
- Japanese

ENROLLMENT DATE

Month Day Year

Grade Advance Month

- July  Aug.  Sept.

OUTGOING TRANSFER

STUDENT ID  OUTGOING TRANSFER

Instructor Signature

Subject Starting Point Last Completed Level Date

Date Transferred Out:

STUDENT INFORMATION

STUDENT'S NAME Last First M.I. Month DATE OF BIRTH Day Year

MALE  FEMALE SCHOOL YEAR 20 - 20 GRADE  PK-3  PK-2  PK-1  K  1  2  3  4  5  6  7  8  9  10  11  12  OTHER

HOME ADDRESS Street Address Apt. or Suite No. Area Code Home Telephone City State/Prov. Zip/Postal Code E-mail

NAME OF SCHOOL

TO BE COMPLETED BY PARENT PARENT/GUARDIAN & OTHER FAMILY

PARENT/GUARDIAN'S NAME Last First (Mark one)  Father  Mother  Other

Address (IF different from above) Street Address Apt. or Suite No. Area Code Home Telephone City State/Prov. Zip/Postal Code Area Code Mobile Phone E-mail

PARENT/GUARDIAN'S NAME Last First (Mark one)  Father  Mother  Other

Address (IF different from above) Street Address Apt. or Suite No. Area Code Home Telephone City State/Prov. Zip/Postal Code Area Code Mobile Phone E-mail

IN CASE OF EMERGENCY Name/Telephone Date Parent/Guardian's Signature

HOW DID YOU LEARN ABOUT KUMON?  TV  Newspaper  Friend/Relative  Other, Please explain:  Radio  Yellow Pages  Educator  Magazine  Web Search  kumon.com

WHY DID YOU ENROLL YOUR CHILD IN KUMON?  Review  Enrichment  Prepare for SAT/ACT  Other, Please explain:

Kumon will not release personal information you provide us to third parties without your written consent, absent court order or other legal process.

KUMON NORTH AMERICA, INC. Glenpointe Centre East, 6th Fl. 300 Frank W. Burr Blvd. Teaneck, NJ 07666 877.586.6671

# Danville & San Ramon Kumon Center Policy

[www.blackhawkkumon.com](http://www.blackhawkkumon.com)

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

- Parents are expected to grade students' daily work to ensure smooth progress.
- Be neat and clear on your Kumon work. Any work not completed neatly or without intermediate steps will be repeated.
- Each class session will take about 15-20 minutes per subject depending on the material. If your child has to leave early, please come in with the child to let us know or send a note with your child. Otherwise we will keep the student until all the work is done.
- Each student will receive a "homework pouch" to store their Kumon work at home and bring their work to class. It is important to keep all worksheets for the current week in the pouch. Lost pouch can be replaced at \$3 each.
- In order to have work pulled for an absent student, we must receive a telephone call before 2PM. If we receive notice after that time, the work will be ready for collection the following day. When collecting new work, please drop off completed work.
- Please provide Center staff with as much notice as possible when you are planning on going on vacation, so that appropriate lesson plans can be made, and the work prepared for you to collect.
- Please help your student to write their name and record the starting and ending times on their worksheets. This is vital information that I use to create appropriate lesson plans for your child.
- Please take home and read the Center newsletter, which will contain special announcements, tips and information for parents, and the Center calendar
- Kumon students must be collected promptly, for the sake of their safety. We will do everything possible to have the students ready on time. Center staff members are not able to supervise waiting children.

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

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

## WAYS TO ENSURE EFFECTIVENESS OF THE KUMON METHOD

- To benefit fully from the Kumon Method, I understand that \_\_\_\_\_ should:
  - attend each session. Child's Name (please print)
  - study on a daily basis, according to the Instructor's directions.
  - return completed homework, as well as incomplete worksheets, to the Instructor.
  - study year-round, even during summer and winter vacations.
  - follow all Center rules.
- For my child to receive the full benefits of the Kumon Method, I understand that I should:
  - inform the Instructor in advance if my child is unable to attend a session, and make arrangements to obtain his/her daily assignments since make-up assignments are not provided.
  - familiarize myself with my child's Kumon work and progress.
  - encourage him/her to study responsibly and consistently, and ensure homework assignments are completed.
  - provide praise and positive reinforcement.
  - ensure that my child's completion times are recorded accurately.
  - communicate with the Instructor about my child's progress.

## TUITION

- **Monthly Tuition**
  - The monthly tuition is due in advance. For example, October's monthly tuition is due before the end of September.
  - The monthly tuition is due in full if the student attends any session or if any Kumon materials are taken by the student during the month. The monthly tuition is non-refundable.
  - Kumon Instructors are not required to follow the Company's suggested tuition; therefore, monthly tuition and initial enrollment fees may differ from Center to Center.
  - Instructors may require you to pay tuition for more than one month in advance. This arrangement is between you and the Instructor and not Kumon North America, Inc.
  - If you fail to timely pay your tuition, Instructors are free to withhold worksheets and prevent you from attending Kumon Center sessions.
- **Absences**
  - A student who, for whatever reason, does not take any Kumon materials in a given month, but who plans to resume Kumon study within 60 calendar days of absence, is considered "absent." When an "absent" student resumes Kumon study, the suggested registration fee will not be required.
  - An "absent" student is considered "discontinued" after 60 calendar days of absence. If a "discontinued" student resumes Kumon study, the suggested registration fee will be charged.
- The above rules also apply when students transfer to another Kumon Center and are absent for 60 calendar days from the previous attended Center.

## LIABILITY

- Kumon Centers are not day-care centers. They cannot provide child care services. Parents and guardians are advised that each child's study session varies in length according to the time it takes to complete the day's assignment. If, in the parent's or guardian's determination, a child is not old enough to go to and from the Center on his/her own, the parent/guardian is responsible for assuring the child's arrival and departure. The Kumon Center is not responsible for ensuring that any child stays on the premises.
- The parent/guardian shall be liable for any damages and injuries caused by their child to other persons and the parent agrees to hold harmless, defend and indemnify Kumon North America, Inc. and its Instructors. The Instructor is not liable for any Kumon student outside the Center facility before or after the student leaves the Center.

## MISCELLANEOUS

- Copyright — The Kumon worksheets are copyrighted material, subject to U.S. copyright law. Any reproduction (including photo copying) reuse or distribution of the Kumon worksheets is expressly prohibited. Violators will be liable to the fullest extent of the law. Once worksheets are used, they must be disposed.
- Not a Child or Dependent Expense — Kumon tuition does not qualify as a child care or dependent care expense. Therefore, parents should not attempt to claim it as a tax credit or for reimbursement via a flexible spending account. Instructors are not required to provide their social security numbers or employer identification numbers for this purpose.

**I agree with the above statements and would like for my child to be enrolled in the Kumon Center.**

# AUTHORIZATION AGREEMENT FOR ELECTRONIC TRANSFER OF FUNDS

Name(s) of Student(s): \_\_\_\_\_  
(One form per family)

Last Name		First Name
Address		
City	State	Zip

<p>Please debit payments directly from my (check one):</p> <p><input type="checkbox"/> Checking Account (attach voided check)</p> <p><input type="checkbox"/> Savings Account (attach savings deposit slip)</p>	<p>Routing Number: _____ Routing # is located at bottom of check between the symbols  :  :</p> <p>Account Number:</p>
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## Payment Information

\$ \_\_\_\_\_ will be debited on the **First of each Month**

Please make my payments effective \_\_\_\_\_ (Month of first payment).

I authorize **Danville & San Ramon Kumon Centers** to process debit entries from my checking or savings account indicated above. I understand that this authorization will remain in effect until it is canceled by me or **Danville & San Ramon Kumon Centers**. If I wish to cancel my authorization or make any changes to the above information, I promise to notify **Danville & San Ramon Kumon Centers** in writing 30 days in advance. **If your pre-authorized debit is returned to us, it will be re-presented electronically and your account will be debited for the amount pre-authorized plus a fee of \$25.**

I have attached a voided check or savings deposit slip over the bottom section of this page.

Authorized Signature: \_\_\_\_\_

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

**For checking account, please staple a voided check here. (Deposit slip will not work for checking account)**

or

**For savings account, please staple a saving deposit slip here.**



### 2008 Time Slot Signup Form

Please complete a separate form for each student to update our student database

STUDENT LAST NAME		STUDENT FIRST NAME	
SCHOOL	BIRTHDAY	GRADE	MALE FEMALE
PARENT NAME		PARENT CELL PHONE	
HOME PHONE		PARENT E-MAIL ADDRESS	
<p style="text-align: center;"><b>MATH</b></p> <p style="text-align: center;"><b>First Choice</b> (circle one time for each day)</p> <p><b>Danville</b> MON: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 THU: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p> <p><b>San Ramon</b> TUE: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 FRI: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p> <p style="text-align: center;"><b>Second Choice</b> (circle one time for each day)</p> <p><b>Danville</b> MON: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 THU: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p> <p><b>San Ramon</b> TUE: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 FRI: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p>		<p style="text-align: center;"><b>READING</b></p> <p style="text-align: center;"><b>First Choice</b> (circle one time for each day)</p> <p><b>Danville</b> MON: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 THU: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p> <p><b>San Ramon</b> TUE: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 FRI: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p> <p style="text-align: center;"><b>Second Choice</b> (circle one time for each day)</p> <p><b>Danville</b> MON: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 THU: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p> <p><b>San Ramon</b> TUE: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 FRI: 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30</p>	

Parent Signature

Today's Date

**Notes:**

- Please return this form as early as possible to make sure you can get your preferred time.
- Please allocate half of an hour per subject.
- We will let you know if your first choice of time slot is not available.
- If you will be coming early or late on a particular day, please give us a call.
- Do not drop off your students at the center before your scheduled time.
- Pick up your students promptly when there are finished with their work. They can use our center phone to call you.

**If you cannot choose a time right now please fill out the upper part of this form, return it and we will keep your record on file for you to fill out the bottom part later.**