

How to register/Apex Policy:

- Must take diagnostic tests – take about 1 – 3.5 hours depending on the grade level before being place in the class. (\$50/subject)
- A \$50 non-refundable registration fee is charged for first-time students.

Payment Due:

- Payment is due on the 1st day of class each month.

Late Payment:

- Late charge of \$10 per week will be assessed after the 5th day of the month.

Refund:

- No refund will be issued once classes have begun.
- No refund for missed classes.
- Exception: A make-up class is offered only if we are notified at the beginning of the month. There will be no refund or credit if advance notice is not given.

Cancellations/Withdrawal:

- A \$50 cancellation fee per student will be charged per class if 2 weeks advance notice is not given for all cancellations.
- Apex reserves the right to terminate enrollment of any students at any time with or without reasons.
- We reserve the right to cancel classes due to lack of enrollment.
- Student must read and sign Apex Student Code of Conduct.
- Any above information is subject to change without notice.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Student List	
Class Schedule	
QB	
Yahoo	
Login Access	
Debate Page	
Enewsletter	
SAT Scores	