



**DEADLINE TO TURN IN YOUR APPLICATION AND  
PAYMENT IS DECEMBER 15, 2011  
WE REQUIRE MINIMUM OF 10 STUDENTS**

Dear Parent,

Please mail us your registration form and your payment to:

**MEEP-Attn: Rooftop School Spanish Program  
175 Omar Way #111  
San Francisco, California 94127**

*Please note that our instructor will NOT accept applications or payments in person. All material must be send to the above address to properly process your registration form and payment.*

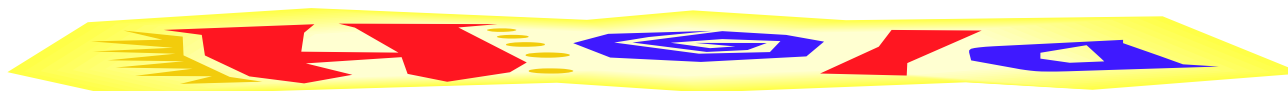
Once we receive your registration form, a confirmation e-mail will be sent to you.

**Checklist**

- ✓ Completed application form (both pages by December 18<sup>th</sup>)
  - ✓ Full payment for 2012 Spring semester
  - ✓ All checks made out to TUTORS R US
- ✓ I have reviewed and signed my child's registration form



**ROOFTOP INTERMEDIATE SPANISH APPLICATION**



**K-3<sup>rd</sup>**  
**SPRING SEMESTER 2012**  
**(January 18<sup>th</sup>, 2012-May 23<sup>rd</sup>, 2012)**  
**INTERMEDIATE SPANISH**  
**Mondays AND Wednesday afternoons**  
**1:50pm-3:00pm**  
**THIS CLASS IS NOT AN IMMERSION PROGRAM!**

**Register Below**

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**PLEASE PRINT CLEARLY**

***Parent/Legal Guardian Information***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

Emergency Phone Number (**required**): \_\_\_\_\_

***Student's Information***

**Name & Grade:** \_\_\_\_\_

*The following individuals are authorized to pick up my child in an emergency. All individuals must be 21 and over.*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Tuition!**  
**\$596.00 (includes one time \$20 material fee) from January 18<sup>th</sup>, 2012-May 23<sup>rd</sup>, 2012**  
**(\$18 per class. Total 32 classes)**

**Please note: Class will NOT be in session: 1/16/12, 1/23/12, 2/20/12, 3/26/12, 4/23/12 due to school closures.**

**Full payment is due December 15<sup>th</sup>, 2012**

only checks, cash, and money orders are accepted.

Returned checks will be assessed a \$35.00 fee.

- **Refund policy:**
- 90% refund until January 6, 2012
- 50% refund January 13, 2012
- No refunds will be given after January 13, 2012

**Please make out your check to Tutors R Us**

**Mailing Address**

**MEEP  
Attn: Rooftop Spanish  
175 Omar Way #111  
San Francisco, California 94127**

**For additional information or questions please contact us at,  
E-mail: [meepgo@msn.com](mailto:meepgo@msn.com) Phone: 415-632-1665**

There must be a minimum of 10 students enrolled in the class at all times. If the minimum is not met, classes will be discontinued and you will be refunded the amount for the number of remaining classes. There is a maximum of 14 students.

If a child is absent, tuition will not be refunded for the missed class. If the teacher is absent, the class will be made up.

Children enrolled in Spanish classes must be picked up once class is over at 3:00 p.m. There will be a late fee of \$5.00 per minute for pick ups after 3:00 p.m. There will be a late fee of \$10.00 per minute after 3:10 pm. If your child has not been picked up by 3:30 p.m., we are required by law to contact Child Protective Services (CPS).

**PLEASE NOTE: LATE FEES ARE IN EFFECT UNTIL THE STUDENT IS PICKED UP!**

All parents are required to sign their child out upon pickup.

I have read and understand the policies for MEEP Spanish classes.

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Print Name

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Signature & Date