TUTORING CENTER AT ROYCE
APPLICATION FOR ENROLLMENT
2021 – 2022 School Year

Dear Parents,

Thank you for your interest in The Tutoring Center at Royce. The Tutoring Center is one of five programs offered by Royce Learning Center to help children and adults achieve their academic potential.

Tutoring services are offered for all grade levels; kindergarten through college and adult. We offer assistance in most academic subject areas, as well as study skills and standardized test preparation. We also offer online high school courses for credit. Students are matched with a tutor who is trained and experienced in the areas of need, which often include Learning Disabilities, Attention Deficit/Hyperactivity Disorder or other learning differences. In the initial sessions, students may be tested to find their academic level as well as to determine strengths and weaknesses.

Once your application has been completed and submitted, you will be contacted by the Program Coordinator to discuss creating your student's academic plan and schedule for tutoring.
Tutors can work with students on the Royce campus, at public libraries, or within private schools based on individual circumstances.

Fee Structure for The Tutoring Center at Royce
> $ 75 Registration Fee
> $ 60 per Hour for Tutoring
> $ 100 Testing Fee *(when not included in Tutoring Contract)*

If applicable, students in grades K-8 are tested in reading and math prior to tutoring to determine specific skill levels and areas of strengths and weaknesses. Parents will receive a report on the test results as well as regular progress reports. At the conclusion of tutoring, the student may be tested to determine skills acquired. Students in grades 9-12 are not required to undergo testing but may be tested upon request.

Application Process
- Completely fill out and submit application form to Royce Learning Center.
- The Program Coordinator will contact you to set up the schedule.
- A contract will be signed by the parents/guardians.
- Non-refundable $75 Registration Fee is due to Royce Learning Center.
- Tutoring will begin after a signed contract and first month's fee are received by the Business Office.

Partial scholarships are often available and are based on demonstration of financial need. To be considered for scholarship assistance, please complete this form and return to Royce Learning Center.
A copy of Federal income Tax Form 1040 MUST be submitted with the application.*
Scholarships are based on need and current available funding and are not guaranteed.
**This information will be used for this specific purpose only and will remain confidential.*

If you have further questions, please contact me at (912) 354-4047 or sgreenberg@roycelc.org.

Sincerely,

Sally Greenberg

Sally K. Greenberg, Program Coordinator

APPLICATION FOR ENROLLMENT
2021 – 2022 School Year

Date _____/_____ 20 _____

Student Name _____   _____   _____
       Last   First   Middle

Preferred Name _____   Date of Birth _____/_____/_____   Age: _____

Ethnicity _____   Gender ☐ Male   ☐ Female

Address _____   Phone ( ) _____
   Street

_____   _____   _____   _____
City   State   Zip   County

Current School _____   Present Grade _____

Principal _____   Teacher _____

Has your child attended Chatham Academy or been tutored at Royce in the past?   ☐ Yes ☐ No

Please let us know how you heard about us: _____

FAMILY INFORMATION:

Mother/Legal Guardian _____   Father/Legal Guardian _____

Address _____   Address _____

City/State/Zip _____   City/State/Zip _____

Email _____   Email _____

Home Phone ( ) _____   Home Phone ( ) _____

Cell Phone ( ) _____   Cell Phone ( ) _____

With Whom does the applicant reside? _____

EMERGENCY CONTACT:

Name _____   Phone ( ) _____

Relationship to Student _____

RELEASE OF INFORMATION:

_____   _____
Signature   Relationship to Student

I, _____, hereby authorize Royce Learning Center to release and/or

Obtain copies of all pertinent records for _____.

I am aware that this program is not licensed by the State of Georgia, and that the program carries liability insurance.
Royce Learning Center welcomes students without bias towards race, gender, religion or national origin.

4 Oglethorpe Professional Blvd. l Savannah l GA l 31406
(t) 912-354-4047 l RoyceLearningCenter.org

Revised 7/28/2021

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Student Name: _____

Has the student been tested or evaluated by a school or private psychologist?:　　☐ Yes　☐ No

If Yes, Who?: _____　　　When?: _____

Does the student have a documented Learning Disability? _____

Does the student have ADD or AD/HD? _____

If yes to either of the above, when was the diagnosis made? _____

Treatment: _____

Physician: _____

Other Disabilities or Learning Concerns?: _____

Any Special Education Services now being received?: _____

Any psychological and/or Individual Educational Plan (IEP) information MUST be attached to this application.

TO ASSIST US WITH SCHEDULING, Please answer the following:

Subjects requiring tutoring: _____

How many sessions are you interested in receiving per week

☐ 1 Time per Week　　☐ 2 Times per Week　　☐ 3 Times per Week　　☐ 4 Times per Week

Preferred Days: _____

Preferred Times: _____

Royce Learning Center Hours*
Hours are subject to change due to Covid-19 mandates.

Monday - Thursday 8a - 7p　　　*Last tutoring session held at 6pm*

Friday 8a - 5p　　　*Last tutoring session held at 4pm*

Saturday 9a – 1p　　　*Last tutoring session held at 12pm*

NOTE: We make every attempt to meet the needs of individual students based on tutor availability, but cannot guarantee time requested.

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APPLICATION FOR
FINANCIAL ASSISTANCE / SCHOLARSHIP

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To be considered for scholarship assistance, please complete this form and return to Royce Learning Center.
A copy of Federal income Tax Form 1040* MUST be submitted with the application.
Scholarships are based on need and current available funding and are not guaranteed.
*This information will be used for this specific purpose only and will remain confidential.

Payer's Name _____   Relationship to Student _____

Payer's Employer _____

_____   _____   _____   _____
Address   City   State   Zip

Spouse's Name _____   Spouse's Employer _____

_____   _____   _____   _____
Address   City   State   Zip

*Annual Income Payer _____   Spouse _____

 *Additional Income _____
                    (Child Support, Retirement, SSI, etc.)

 *Total Household Income _____

* Proof of income in the form of your most recent Federal Income Tax return or your monthly social services statement must be attached. A W-2 alone is not acceptable.

Dependents Living at Home:

Name _____   Date of Birth _____ /_____/_____

Name _____   Date of Birth _____ /_____/_____

Name _____   Date of Birth _____ /_____/_____

Name _____   Date of Birth _____ /_____/_____

I certify that the above employment, income and dependent information is true. I give Royce Learning Center permission to contact the people/agencies above to verify state information which will be updated periodically and will remain in a confidential file.

_____   Date _____ /_____ 20 _____
Relationship to Student

_____   _____
Name – Please Print Clearly   Signature

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AGREEMENT FOR THE RELEASE OF PROMOTIONAL MATERIAL

I hereby agree to allow the Tutoring Center at Royce and/or Royce Learning Center to use photographs and/or video taken of my child to use for promotional materials including but not limited to computer programs, calendars, brochures, website pages, social media, promotional videos, and newspaper articles.

_____

Student Name – Please Print Clearly

_____

Signature of Student (if 18 years of age or older)

_____

Parent / Legal Guardian – Please Print Clearly

_____

Parent / Legal Guardian – Please Print Clearly

Date _____ /_____ 20 _____