



VERSAN
educational services LTD

Registration Form Student

Paste
Passport Picture here

First Name: _____ M.I.: _____

Last Name: _____ Sex: _____

Course (SAT, SSAT, etc): _____ Year of Course: _____

D.O.B.: _____ Cell Number: _____

Nationality: _____ Native Language: _____

E-Mail: _____

Address: _____

Parent 1

Relation to Student: _____

Name: _____

Nationality: _____

Cell Number: _____

E-Mail : _____

Parent 2

Relation to Student: _____

Name: _____

Nationality: _____

Cell Number: _____

E-Mail : _____

Address of Parent 1: _____

Address of Parent 2: _____

School Information

Current School: _____ Graduation Year (Fifth Form): _____

Contact Person: _____ Contact Number: _____



Versan Programme Agreement

1. This agreement entered into on this _____ day of _____ 20____ between **VERSAN EDUCATIONAL SERVICES** and the following responsible parent/guardian (hereinafter referred to as the "Client") shall govern the rendering of educational services for the benefit of the following student _____.
- Full Name of Responsible Parent/Guardian: _____.
- Signature of Responsible Parent/Guardian: _____.

2. Terms and Conditions

The **Client** agrees as follows:

- (A) That tutor's responsibilities include provision of instructional sessions and review of those sessions via VERSAN DIRECT
- (B) To check VERSAN DIRECT regularly for updates on student's progress and remain in communication with VERSAN
- (C) To ensure student arrives on time, as scheduled, to sessions as arranged including Mock Exams prescribed
- (D) To REGISTER the student with the relevant testing agency (SAT/ACT/SSAT/GRE, etc.) for the EXAM
- (E) Timely payment of fees

3. FEES (For students who do not do the classes)

- US\$50 per hour for private tutoring
- US\$10 per Mock Exam
- US\$50 Diagnostic Exam Fee deductible from Tutoring Program Cost

(For students registering for classes)

- | | | |
|-------------------|------------------------|------------------------|
| • SAT Programme: | Classes only US\$1300. | Full Program US\$2800. |
| • SSAT Programme: | Classes only US\$1300. | Full Program US\$2800. |
| • ACT Programme: | Classes only US\$1300. | Full Program US\$2800. |
| • GRE Programme: | Classes only US\$1700. | Full Program US\$3200. |
| • GMAT Programme: | Classes only US\$1700. | Full Program US\$3200. |
| • LSAT Programme: | Classes only US\$1850. | Full Program US\$3350. |

Unlimited Consultations: US\$1500. Individual Consultation Session: JM\$5000 or US\$50. Online Consultations US\$500.

Past 1 Month overdue: interest of 4% and it keeps increasing in increments of 4% as the number of months increases.

Full payment is required to confirm private tutor(s), dates and times BEFORE sessions commence. If requesting a payment plan, your credit card information will be required and an automatic deduction agreement signed, in order to guarantee sessions.

4. POLICY ON CANCELLATION, RESCHEDULING, TARDINESS & ABSENCE

- Please note that in the case of cancellation of sessions after confirmation, a cancellation fee of 10% of the cost of the session(s) plus a US\$50 diagnostic exam fee will be assessed.
- An absence is defined as such when a student is absent from a confirmed session having not cancelled/rescheduled at least 24 hours. Please note that client is liable for the cost of sessions not cancelled/rescheduled at least 24 hours in advance.
- Parent/Student is responsible for ensuring that the student is ready to begin the session at time scheduled and sessions will not be extended based on student's tardiness.
- Please note that our Tutoring Centre is high volume and in high demand and our policies reflect our efforts to ensure a seamless experience

Tutor will make every good faith effort, utilizing knowledge and expertise, to assist student in achieving desired performance; however, results cannot be guaranteed and the designated fees are payable whether or not the desired results are accomplished. Please note that no refunds are offered outside of the terms outlined above. Client is liable for fees for services rendered/confirmed even if the tutor is instructed by the responsible party to terminate his/her services or if the client withdraws.



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Financial Responsibility

By signing the form below you agree to the following, I understand that I will pay for the service (s) being offered by **Versan Educational Services** and will make timely payments if I choose one of the available payment plans. Not following the signed agreement is an offense that shall result in severe consequences (Please sign and date)

Client's Name (in full): _____

Client's Signature: _____

Date: _____

Versan Educational Services/ Sandra Bramwell

Signature: _____

Date: _____

Payment Plan: Full (1 Payment) () 2 Payments () 3 Payments ()

Payment Amount (USD): _____ . Exchange Rate for Today: \$1 USD : \$ _____ JMD

Date	Receipt #	Currency Paid	Amount	Balance	Due on	Payment Type	Signature

Payment Completed: (Sign when final payment has been made)

Signature: _____

Date: _____