

# Registration Form

*For office use only: Registration Appointment Day/Time: \_\_\_\_\_ WT \_\_\_\_\_*

See other side for required signatures and consent (Attach another sheet for additional students)

Check if information has changed in the last 6 months       Check if Single Parent       Check if new to HCEC Classes

Last Name \_\_\_\_\_ Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ **Best Onsite Cell Phone** \_\_\_\_\_

Parent E-mail \_\_\_\_\_ Church Affiliation: \_\_\_\_\_

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

**Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

		# of Classes		# of Classes		
		# of Homework Rooms		# of Homework Rooms		
		HCEC Grade Level		HCEC Grade Level		

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

**Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

		# of Classes		# of Classes		
		# of Homework Rooms		# of Homework Rooms		
		HCEC Grade Level		HCEC Grade Level		

Date Enrolled \_\_\_\_\_ Registered By \_\_\_\_\_ Consents/Signatures Checked \_\_\_\_\_

Total # Classes \_\_\_\_\_ Total # HWRM \_\_\_\_\_ Total # Students \_\_\_\_\_ Total # classes w/ teaching parent \_\_\_\_\_

## Payment Summary (Choose option 1 or 2)

**For Office Use ONLY**

*Checks or Cash only. Make checks payable to HCEC*       Staff/LTT       NLC

Multiple Reg. Forms

**Option #1 - Payment in Full** HCSG (HCSG Non-Member)

Totals

<u>Date</u>	<u>Check #</u>	<u>Amount</u>

\_\_\_\_\_ 1-Hour / Once a week x \$ 60.00 (\$65.00) \_\_\_\_\_

\_\_\_\_\_ 2-Hour / Once a week x \$ 120.00 (\$130.00) \_\_\_\_\_

\_\_\_\_\_ Homework Room Hours \_\_\_\_\_ x \$ 5.00 \_\_\_\_\_

**TOTAL CLASS COSTS**

**Option #2 - Minimum Initial Registration Deposit** (\$20 per class is non-refundable)

Total Number of Classes \_\_\_\_\_ x \$ 20.00 \_\_\_\_\_

**TOTAL OF INITIAL PAYMENT**

The final bill will be distributed **February 26, 2019** and the balance is due **March 6, 2019**.

*Office Use Only: Check Green Card/paperwork for the following items:*

- |  |  |
|--|--|
| <input type="checkbox"/> Fill in HCEC Grade Level according to age box                   | <input type="checkbox"/> Completion of class schedule worksheet            |
| <input type="checkbox"/> Teacher Exception Form if needed                                | <input type="checkbox"/> Verify signatures/initials on Family Consent Form |
| <input type="checkbox"/> Verify signatures/initials on Family Emergency Information Form | <input type="checkbox"/> Highlight any updated information                 |