



7th Grade Duke TIP* / 8th Grade Pre-SAT* Program Information Fall 2010

Colleyville Campus

5600 Colleyville Blvd., Suite G, Colleyville, Texas 76034

Phone: 817.577.5431 Fax: 817.428.2302

Email: colleyville@karendillard.com

Web: www.karendillard.com

Thank you for your interest in our one-of-a-kind program to prepare your student for the SAT given as part of the Duke Talent Search Program. Our mission is to give you options in your educational career. Here are some of the things that allow our students to typically see increases of 150 to 400 points after completing our program.

Most Comprehensive Preparation in the Industry - Preparing 7th grade students for the December 4th, 2010 or January 22nd, 2011 SAT and 8th grade students for pre-SAT enrichment

- ✓ Orientation Lesson/Diagnostic Test
- ✓ Small Classes - No more than 12 students on a class roster
- ✓ Content and Testing Strategy Focus
- ✓ Weekly Workshops – Mini-lessons in Verbal and Math
- ✓ Vocabulary Lab - Computer program for vocabulary development
- ✓ Full-Length Practice SAT Tests - students simulate the actual test experience and attend instructor-led reviews (up to 5 practice tests available)

Most Flexibility in the Industry - Designed with busy students in mind

- ✓ A permanent facility, offering multiple class options
- ✓ Flexible curriculum, allowing lessons to be taken out of sequence
- ✓ On-site, instructor-led, make-up lessons, not taped events
- ✓ No extra charge for make-up lessons
- ✓ Multiple Workshop topics and meeting times offered each week, all year
- ✓ Vocabulary Labs and practice testing available anytime during office hours
- ✓ Continuing preparation under KDCP direction until the SAT in January 2011

Best Instructors in the Industry – Only college degreed, experienced teachers (no college students), scoring in the highest percentiles, who complete rigorous and ongoing training

We provide this all-inclusive program for the SAT Reasoning Test for a flat fee of \$799. Payment can be made either (1) in full at the beginning of the course or (2) in two monthly installments of \$425 each. **(NOTE: The 1st payment and post-dated checks or credit card authorization for the 2nd payment must be received by the Orientation Class.)**

Attached are a list of available class options and a registration form. We encourage you to call or come by with any questions and to reserve a spot in the class of your choice.

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Sample Schedule for SAT Prep

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Orientation & Test 1 Parent & Student Orientation Student Diagnostic Test 1
Verbal 1 - Critical Reading
Math 1
Verbal 2 - Writing
Math 2
Verbal 3 - Critical Reading
Math 3
Verbal 4 - Critical Reading
Math 4
Verbal 5 - Writing
Math 5
Test 2 Diagnostic Test
Verbal 6 - Critical Reading
Math 6
Verbal 7 - Crit Rdg/Writing
Math 7
Practice Tests and Reviews Full-length Practice Tests and Reviews scheduled at the student's convenience

I've decided to enroll at KDCP, what's next?

Step 1: Select a class code from the attached list.

Step 2: Complete the registration form. Please include the class code in the upper right corner. Complete payment information on the bottom of the form. To ensure your class choice and to speed up the check-in process, please turn in the registration form early.

Step 3: Attend the first scheduled lesson. Please arrive 15 minutes early and check in at Command Central. Bring a calculator; parents are welcome for the first hour of orientation on the first day.

Orientation – 30 minutes

At the first meeting the orientation will supply students and parents with a complete outline of our course and all of the supplemental activities. After attending one of these informative sessions you will have a strong understanding of what is expected.

Diagnostic Test 1 – 2.5 hours

Immediately following the orientation, students will take a diagnostic test that provides us with important testing and placement information. Students must take their diagnostic test before attending any of the first 10 lessons.

Lessons – 2 hours

Together our 14 lessons are designed to cover every aspect of the PSAT/SAT. Students participate in activities that provide test taking strategies designed to maximize student performance on an SAT and PSAT. Students take and review tests, and are provided with homework, addendums, and vocabulary lists for independent practice.

- V1, M1, V2, M2, V3, M3, V4, M4, V5, and M5 can be taken in any order; however, it is recommended that V3 be taken before V4
- V6, M6, V7, and M7 can be taken in any order after completing Test 2

Diagnostic Test 2 – 4 hours

Through the lessons, students develop the skills that allow them to be more successful on tests. During practice tests students build test-taking endurance and benchmark their progress.

- Test 2 must be taken before attending subsequent lessons



Duke TIP / 8th Grade Pre-SAT Enrichment Class Schedule - Fall 2010

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Please select one class time. These classes will have 16 meeting times (Orientation and Diagnostic Test #1, 14 lessons, and Diagnostic Test #2), meeting each week on the days and times designated below.

Class Code		Start Date					Meeting Days			Class Time			End Date			
D690		September 19, 2010					Sundays			3:30 pm – 5:30 pm			January 16, 2011			
Orient. & Test 1	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Test 2	Class 11	Class 12	Class 13	Class 14	
Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	Sun	
9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	11/28	12/5	12/12	12/19	1/9	1/16	
3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	2:00 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	
Class D690 will <u>not</u> meet on 1/2/2011. Class will meet at 2:00 pm on 12/5 for the 4 hour Diagnostic Test 2.																

Class Code		Start Date					Meeting Days			Class Time			End Date			
D691		October 30, 2010					Saturdays (2 Classes)			9:00 am – 11:00 am 11:30 am – 1:30 pm			January 15, 2011			
Orient. & Test 1	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Test 2	Class 11	Class 12	Class 13	Class 14	
Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	Sat	
10/30	11/6	11/6	11/13	11/13	11/20	11/20	12/4	12/4	12/11	12/11	12/18	1/8	1/8	1/15	1/15	
9:00 am	9:00 am	11:30 am	9:00 am	11:30 am	9:00 am	11:30 am	9:00 am	11:30 am	9:00 am	11:30 am	9:00 am	9:00 am	11:30 am	9:00 am	11:30 am	
Class D691 will <u>not</u> meet on 11/27, 12/25, or 1/1/2011.																

Orient. & Test 1	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Test 2	Class 11	Class 12	Class 13	Class 14
3 hours	Test 1 must be completed before attending classes 1-10. Classes are all 2 hours in length.										4 hours	Test 2 must be completed before attending classes 11-14. Classes are all 2 hours in length.			

KDCP ENROLLMENT AGREEMENT

Fees and Arrangements:

1. The fee for the PSAT, SAT, ACT, SAT Subject Tests preparation course is outlined in the fee schedule. All class materials are included in this fee. Payments must be received by participation in your first activity at KDCP. Students who are not fully paid, or current with their payment plan at this time may be removed from participation at KDCP until payment is received.
2. KDCP reserves the right to alter the course schedule or cancel courses as necessary.
3. Class roll will not exceed 12 students, and applications will be accepted on first-come, first-serve basis.
4. We reserve the right to dismiss any student without refund if the student or parent is disruptive or destructive.
5. Checks returned for insufficient funds may be charged a \$35 processing fee.

Attendance and Make-ups:







1. **Students in our "Complete Program"** are expected to attend all classes. If an absence is unavoidable, the student must promptly contact the office for a make-up schedule.
2. A student may make-up classes on a space available basis by attending the same lesson with another class at no additional charge. Please see make-up procedures in your KD notebook.
3. **Students taking "One-on-One" sessions** who wish to cancel a session must notify us before the close of our office on the day before the tutoring session. If notice is not received by closing time the day prior to the session, the student will be charged for that session.

KDCP Score Improvement Guarantee:

Students in the 9th through 12th grades who are participating in our "Complete Program" may stay with us and continue to prepare for further improvement under our direction at no additional charge until they graduate from high school. 11th and 12th graders will attend one series of lessons, 10th graders will attend two series of lessons, and 9th graders will attend three series of lessons. This guarantee is not applicable for students in the Pre-high school programs or for one-on-one students.

Agreement:

I have read the terms stated above and understand that in order for my student to raise his or her score he or she must do the following:

-  Attend all recommended classes in each participating school year *
-  Attend recommended workshops each month *
-  Work in the vocabulary lab as recommended *
-  Complete the homework assignments before each class*
-  Take the recommended number of practice tests and attend the test reviews before each test date *
-  Register for the PSAT, SAT, or ACT as recommended *

** See list of recommended activities in KDCP Student Notebook. Recommendations vary according to grade level and goals.*

Refund Policy:

A refund may be obtained if a student decides not to continue a pre-paid, "Complete Program" prior to the conclusion of the initial set of scheduled classes. The refunded amount will equal the total paid-in-full fee, less a prorated amount for each scheduled class conducted, and less a \$100 administration fee. To qualify for the refund, a withdrawal notice must be received in writing by our office prior to the final session of the student's originally scheduled classes, and all materials provided must be returned to Karen Dillard's College Prep. This refund will not include classes missed prior to receipt of the withdrawal notice. No refund is available for students whose initial set of scheduled classes have concluded.