



## Upper Level ISEE Program Fall 2011

### Dallas Campus

5211 Forest Ln., Suite 108, Dallas, Texas 75244

Phone: 214.866.0220 Fax: 214.866.0230

Email: [dallas@karendillard.com](mailto:dallas@karendillard.com)

Web: [www.karendillard.com](http://www.karendillard.com)

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Thank you for your interest in our Upper Level ISEE\* Preparation Program. Our mission is to help your student reach his or her ISEE test goals for private high school admissions.

Our program offers a combination of small-group classroom instruction and flexible practice activities.

### Targeted Preparation for the Upper Level ISEE Test

Classes are limited to a maximum of 12 students. Curriculum has been specifically developed for middle school students preparing for private high school admissions tests. Lessons focus on subject matter content, strategies, and testing skills to maximize scores.

### Special Support Activities

Additional supplemental activities are available to reinforce classroom instruction.

- Vocabulary Lab – Interactive computer programs to expand and bring clarity to test-related vocabulary, needed for improved verbal scores.
- Verbal and Math Workshops – Mini-lessons covering a variety of Math, Grammar, Reading, and Vocabulary topics.
- In-class ISEE Practice Test with Instructor Review – essential for significant score improvement, overcoming test anxiety, and building testing endurance.

Below is an outline of recommended activity for our Upper Level ISEE students, a class schedule, and a registration form. Please contact us with any questions. Also, feel free to come by our office for a tour. We would be glad explain the program in more detail to you and your student.

## Upper Level ISEE Preparation Outline

### Upper Level ISEE Program Participants-

- Attend Lessons 1-8
- Complete full-length diagnostic ISEE Test
- Attend Lessons 9-10
- Work in the Vocabulary Lab (recommended 30 min per week minimum)
- Study Vocabulary at home (recommended 30 min per week minimum)
- Attend Verbal and Math Workshops (recommended 2 of each per month minimum)

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# Upper Level ISEE Class Schedule

## Fall 2011

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**Please select your orientation and class time.** These classes will have 12 meetings:  
The initial orientation, 10 lessons, and one in-class diagnostic test

Orientation Code:	Meeting Day:	Check-In Time:	Start Time:	End Time:
122	Thursday, November 17th	6:45pm	7:00pm	8:30pm

Class Code      Start Date      Meeting Day      Meeting Time      End Date

NI36		November 19, 2011		Saturdays		Sundays		9:00-11:00am		1:00-3:00pm		January 14, 2012	
Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Test	Class 9	Class 10			
Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Mon.			
11/19/11	11/20/11	11/26/11	11/27/11	12/3/11	12/4/11	12/10/11	12/11/11	12/17/11	12/18/11	12/19/11			
9:00a	1:00p	9:00a	1:00p	9:00a	1:00p	9:00a	1:00p	9:00a	1:00p	9:00a			

**\*Class NI36 will have an additional meeting time on Monday, 12/19/11 from 9:00-11:00am.**

**\*Class NI36 will meet at 9:00am on Saturday, December 17<sup>th</sup> to complete the 3 hour in-class diagnostic test.**

Orientation	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Test	Class 9	Class 10
Classes 1 through 8 are all 2 hours in length.									3 hours	The Test must be completed before attending classes 9-10.	



# KDCP REGISTRATION FORM

Plano 972.867.6544

Dallas 214.866.0220

Colleyville 817.577.5431

www.karendillard.com

**ORIENTATION CODE:**

**CLASS CODE:**

**REGISTRATION DATE:  
KDCP CAMPUS:**

Student Name: First Middle Last

School (2011-2012): Grade Level: Year of Graduation:

Home Address: City: State: Zip Code:

Home Phone: Student Cell: Student Email:

Father's name: (F) Cell: (F) Email:

Mother's name: (M) Cell: (M) Email:

Previous Test Results	Date Taken	Critical Reading	Math	Writing	Total	<input type="checkbox"/> Check here and speak with a director if student receives extended time or other accommodations in school
PSAT* Scores						
SAT* Scores						

Sibling Name: Grade Level: Sibling Name: Grade Level: Sibling Name: Grade Level:

## PROGRAMS AND SERVICES

Special Courses	Paying in Full	Installment Plan
<input type="checkbox"/> ISEE* Preparation Course - 8 <sup>th</sup> Grade ...	\$799	2 pmts of \$425 = \$850
<input type="checkbox"/> Duke Tip* Preparation Course - 7 <sup>th</sup> Grade ...	\$799	2 pmts of \$425 = \$850
<input type="checkbox"/> Pre-SAT Preparation Course - 8 <sup>th</sup> Grade ...	\$799	2 pmts of \$425 = \$850

### One-on-One Tutoring – PSAT/SAT/ACT® Tests/SAT Subject Tests/ ISEE/ Subject Tutoring

- \$99 per hour
- \$91 per hour if paying in advance for 12 or more hours
- \$75 per hour if enrolled in Complete Program

Complete Program	Paying in Full	Installment Plan
<input type="checkbox"/> Complete Program - 12 <sup>th</sup> Grade ...	\$1099	4 pmts of \$295 = \$1180
<input type="checkbox"/> Complete Program - 11 <sup>th</sup> Grade ...	\$1499 (Fee includes 11 <sup>th</sup> and 12 <sup>th</sup> grades)	6 pmts of \$270 = \$1620
<input type="checkbox"/> Complete Program - 10 <sup>th</sup> Grade ...	\$1999 (Fee includes 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> grades)	8 pmts of \$270 = \$2160
<input type="checkbox"/> Complete Program - 9 <sup>th</sup> Grade ...	\$2599 (Fee includes 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> grades)	10 pmts of \$280 = \$2800

## PAYMENT OPTIONS

I am **Paying in Full**

I am **Paying in Installments (See Terms Below)**

We accept cash, check, or credit cards (MC, Visa, and Discover)

- Credit card authorization or postdated check payments FOR ALL INSTALLMENTS must be received by the first meeting.
- Credit Card payments are run on the 10<sup>th</sup> of subsequent payment months.
- Postdated Checks must be dated for the 10<sup>th</sup> of the subsequent payment months.

CC #: Card Holder's Name as it appears on card:

Exp Date: V#: Parent/Guardian Signature:  
I acknowledge and accept the terms and conditions of the Enrollment Agreement and refund policy.

**My submission of this Registration acknowledges my acceptance of terms and conditions of the Enrollment Agreement.**

For Office Use Only								Date	Initials
Date								Rec'd	
Amt								DB	
PmtType								DGY	
Initials								QB	

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# 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. 11<sup>th</sup> and 12<sup>th</sup> graders will attend one series of lessons, 10<sup>th</sup> graders will attend two series of lessons, and 9<sup>th</sup> 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.