



ND Complete Program Information

January & February 2012

Colleyville	817-577-5431
North Dallas	214-866-0220
Plano	972-867-6544

Thank you... for your interest in a one-of-a-kind program to prepare your student for PSAT*, SAT*, ACT® test, and SAT Subject Tests for Math. Our mission is to help you reach your college admissions test goals. Our students typically see increases of 150 to 500 points in their SAT scores after completing our program.

Our "Complete Program" provides the ...

Best Guarantee in the Industry

Continuing preparation under our direction until you graduate from high school -- *at no additional cost*

Most Comprehensive Preparation in the Industry

Preparing students for PSAT, SAT, ACT, and SAT Subject Tests for Math Level 1 or Level 2

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 high school graduation

Best Instructors in the Industry

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

College Planning Information

- Test Evaluation and Planning Seminars
- *Ask the Expert* Speaker Series

Optional, Individual, One-on-One Tutoring

Private sessions, available as an alternative or as a supplement to our "Complete Program", on an hourly fee basis

Special Programs Available for Students with Learning Differences

Either a modified "Complete Program" or customized individual tutoring

Best Value in the Business

Our "Complete Program" enabling each student to prepare for PSAT, SAT, ACT, and SAT Subject Tests for Math Level 1 and Level 2, all for a one-time fee based on the student's grade level at time of the first scheduled lesson

See next page for "Complete Program" details

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ACT® is the registered trademark of ACT, Inc. KDCP has no affiliation with ACT, Inc. and KDCP is not approved or endorsed by ACT, Inc.

Karen Dillard's "Complete Program"

allows each student to take progressive steps toward his or her college admissions test goals while managing demanding school and extracurricular schedules.

*When you are ready to start,
Karen Dillard's College Prep
is ready to help.*

9th Graders

Begin laying a strong foundation in the basic subject matter, strategy and testing skills needed to reach their goals.

They participate in ...

- ☐ **SAT/PSAT Lessons (36 hours)**
 - Parent/Student Orientation
 - 14 Lessons that focus on Subject Content and Testing Strategies
 - 2 In-Class Diagnostic Tests
 - 12 Homework assignments
 - 12 Vocabulary lists
 - Mid-term & Final Progress Reports mailed to parents

In addition...

- ☐ **Workshops** - Weekly, instructor-led Verbal and Math practice sessions (At least 2-4 per month)
- ☐ **Vocabulary Lab** - Vocabulary building to improve Critical Reading scores (1 unit per week with further study at home)
- ☐ **Practice Tests with Follow up Instructor-led Reviews** - Available during office hours with follow-up review sessions scheduled regularly (At least 1 per semester)
- ☐ **Planning Seminar in April** - We evaluate progress and prescribe a specific course of action to reach student goals

Minimum recommendations may be adjusted to fit each student's needs and goals.

Plus...Continuing activity in the 10th Grade

10th Graders

Prepare for the 10th grade PSAT and build testing abilities without the pressure of an immediate college admissions test.

They participate in ...

- ☐ **SAT/PSAT Lessons (36 hours)**
 - Parent/Student Orientation
 - 14 Lessons that focus on Subject Content and Testing Strategies
 - 2 In-Class Diagnostic Tests
 - 12 Homework assignments
 - 12 Vocabulary lists
 - Mid-term & Final Progress Reports mailed to parents

In addition...

- ☐ **Workshops** - Weekly, instructor-led Verbal and Math practice sessions (At least 2-4 per month)
- ☐ **Vocabulary Lab** - Vocabulary building to improve Critical Reading scores (1 unit per week with further study at home)
- ☐ **Practice Tests with Follow up Instructor Reviews** - Available during office hours with review sessions scheduled regularly (2 before PSAT and 1 per semester)
- ☐ **Planning Seminar in March/April** - After receiving PSAT scores we evaluate results and prescribe a specific course of action to reach student goals

Minimum recommendations may be adjusted to fit each student's needs and goals.

Plus...Continuing activity in the 11th Grade

11th Graders

Prepare for the 11th grade PSAT/NMSQT, SAT, ACT and SAT Subject Tests for Math.

They participate in ...

- ☐ **SAT/PSAT Lessons (36 hours)**
 - Parent/Student Orientation
 - 14 Lessons that focus on Subject Content and Testing Strategies
 - 2 In-Class Diagnostic Tests
 - 12 Homework assignments
 - 12 Vocabulary lists
 - Mid-term & Final Progress Reports mailed to parents

In addition...

- ☐ **Workshops** - Weekly, instructor-led Verbal and Math practice sessions (At least 4-6 per month)
- ☐ **Vocabulary Lab** - Vocabulary building to improve Critical Reading scores (At least 1 unit per week with further study at home)
- ☐ **Practice Tests with Follow up Instructor Reviews** - Available during office hours with review sessions scheduled regularly (1-2 each month)
- ☐ **ACT Lessons**
 - 4 Lessons (3 hrs each)
 - 1 Diagnostic Test with Review
 - 4 ACT Workshops before each national ACT test date
- ☐ **SAT Subject Test Lessons**
 - 2.5 hrs for Math Level 1
 - 2.5 hrs for Math Level 2 (As needed for college)

- ☐ **Planning Seminar in January/February** - After receiving PSAT scores we evaluate results and prescribe a specific course of action to reach student goals

Minimum recommendations may be adjusted to fit each student's needs and goals.

Continuing KDCP 12th Graders ...

Will be evaluated by KDCP staff to determine the most effective and efficient course of activity to help students reach their goals.

12th Graders

Prepare to complete college admissions testing at the earliest date to meet admissions deadlines.

New KDCP Students participate in ...

- ☐ **SAT Lessons (36 hours)**
 - Parent/Student Orientation
 - 14 Lessons that focus on Subject Content and Testing Strategies
 - 2 In-Class Diagnostic Tests
 - 12 Homework assignments
 - 12 Vocabulary lists
 - Mid-term & Final Progress Reports mailed to parents

In addition...

- ☐ **Workshops** - Weekly, instructor-led Verbal and Math practice sessions (At least 4-6 per month)
- ☐ **Vocabulary Lab** - Vocabulary building to improve Critical Reading scores (At least 1 unit per week with further study at home)
- ☐ **Practice Tests with Follow up Instructor Reviews** - Available during office hours with review sessions (1-2 each month)
- ☐ **ACT Lessons**
 - 4 Lessons (3 hrs each)
 - 1 Diagnostic Test with Review
 - 4 ACT Workshops before each national ACT test date

- ☐ **SAT Subject Test Lessons**
 - 2.5 hrs for Math Level 1
 - 2.5 hrs for Math Level 2 (As needed for college)

Plus...Continuing activity throughout the 12th Grade

Minimum recommendations may be adjusted to fit each student's needs and goals.



Sample Schedule for PSAT and SAT Prep

Parent & Student Orientation
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
Diagnostic Test 2
Verbal 6 – Critical Reading
Math 6
Verbal 7 - Writing
Math 7
Practice Tests and Reviews SAT practice tests and test reviews are scheduled at the student's convenience

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

Step 1: Select a class code and orientation code from the attached lists.
 Step 2: Complete the registration form. Please include the class code and orientation 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 registration form early.**
 Step 3: Attend the Orientation and take Diagnostic Test 1. The Orientation is for parents and students. Please arrive 15 minutes early for check-in. Students should bring a calculator for the Diagnostic Test.

Orientation – 1.25 hours
 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
 Students will take a diagnostic test that provides us with important testing and placement information. Students need to 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. Diagnostic Test #2 must be taken before attending subsequent lessons. Upon arriving for any additional practice tests, students will choose a Test Review time to come back at a later date for an instructor-led review of their test.



ND Diagnostic Testing / Parent & Student Orientation

Diagnostic Testing (2.5 Hours) — Please bring a calculator

Students can complete the 2.5 hour KD Diagnostic Test immediately following the orientation (except those marked with *) or any time during office hours.

The test must be completed before attending any of the lessons.

Parent & Student Orientation

Enrolled KD students and parents are encouraged to attend an orientation in order to understand our program's components, recommendations, and expectations.

Please choose an orientation from the list below and indicate your selection on your registration form.

Orientations marked with * do not allow time for diagnostic testing immediately following the presentation. Students may take the 2.5 hour test at their convenience during business hours.

Orientation Code	Day	Date	Check-In Time	Start Time	End Time
1257	Sunday	January 8	1:15pm	1:30pm	3:00pm
1258	Saturday	January 14	11:45am	12:00pm	1:30pm
1259*	Wednesday	January 18	6:45pm	7:00pm	8:30pm
1260	Sunday	January 22	1:15pm	1:30pm	3:00pm
1261*	Wednesday	January 25	6:45pm	7:00pm	8:30pm
1262	Saturday	January 28	11:45am	12:00pm	1:30pm
1263	Saturday	February 4	11:45am	12:00pm	1:30pm
1264	Sunday	February 12	1:15pm	1:30pm	3:00pm
1265	Saturday	February 18	11:45am	12:00pm	1:30pm
1266*	Wednesday	February 22	6:45pm	7:00pm	8:30pm
1267	Sunday	February 26	1:15pm	1:30pm	3:00pm



ND Class Schedule – January 2012 (pg 1 of 2)

Dallas Campus
 5211 Forest Lane, Suite 108 Dallas, Texas 75244
 Phone: 214.866.0220 Fax: 214.866.0230
 Email: dallas@karendillard.com
 Web: www.karendillard.com

The class codes listed below will have 15 meeting times (14 lessons and 1 mid-term diagnostic test). Please select one class code and one orientation code, then submit the attached registration form prior to your Orientation. Students must complete a diagnostic test before starting lessons.

You may join a class that has already started by simply making up any missed lessons at a later date.

Classes Completed for the March SAT Test Date

Class Code		Start Date		Meeting Days				Class Time						
# 852		January 15, 2012				Saturdays				11:30 am to 1:30 pm				
						Sundays				1:00 pm to 3:00 pm				
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.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.
1/15/12	1/21/12	1/22/12	1/28/12	1/29/12	2/4/12	2/5/12	2/11/12	2/12/12	2/18/12	2/19/12	2/25/12	2/26/12	3/3/12	3/4/12
1:00p	11:30a	1:00p	11:30a	1:00p	11:30a	1:00p	11:30a	1:00p	11:30a	1:00p	11:30a	1:00p	11:30a	1:00p
<ul style="list-style-type: none"> Class 852 will take the DT2 on Sunday, 2/19/12 from 1:00p-5:00p (shaded in red). 														

Classes Completed for the May SAT Test Date

Class Code		Start Date		Meeting Days				Class Time						
# 853		January 15, 2012				Sundays				3:30 pm to 5:30 pm				
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.
1/15/12	1/22/12	1/29/12	2/5/12	2/12/12	2/19/12	2/26/12	3/4/12	3/11/12	3/18/12	3/25/12	4/1/12	4/15/12	4/22/12	4/29/12
3:30p	3:30p	3:30p	3:30p	3:30p	3:30p	3:30p	3:30p	3:30p	3:30p	1:00p	3:30p	3:30p	3:30p	3:30p
<ul style="list-style-type: none"> Class 853 will take the DT2 on Sunday, 3/25/12 from 1:00p-5:00p (shaded in red). Class 853 will not meet on Easter Sunday, 4/8/12. 														

Class Code		Start Date		Meeting Days				Class Time						
# 854		January 16, 2012				Mondays				6:00 pm to 8:00 pm				
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
Mon.	Mon.	Mon.	Mon.	Mon.	Mon.	Mon.	Mon.	Mon.	Mon.	Sat.	Mon.	Mon.	Mon.	Mon.
1/16/12	1/23/12	1/30/12	2/6/12	2/13/12	2/20/12	2/27/12	3/5/12	3/12/12	3/19/12	3/24/12	3/26/12	4/2/12	4/9/12	4/16/12
6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	11:30a	6:00p	6:00p	6:00p	6:00p
<ul style="list-style-type: none"> Class 854 will take the DT2 on Saturday, 3/24/12 from 11:30a-3:30p (shaded in red). 														

Class Code		Start Date		Meeting Days				Class Time						
# 855		January 28, 2012				Saturdays				2:00 pm to 4:00 pm				
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.	Sun.	Sat.	Sat.	Sat.	Sat.
1/28/12	2/4/12	2/11/12	2/18/12	2/25/12	3/3/12	3/10/12	3/17/12	3/24/12	3/31/12	4/1/12	4/7/12	4/14/12	4/21/12	4/28/12
2:00p	2:00p	2:00p	2:00p	2:00p	2:00p	2:00p	2:00p	2:00p	2:00p	1:00p	2:00p	2:00p	2:00p	2:00p
<ul style="list-style-type: none"> Class 855 will take the DT2 on Sunday, 4/1/12 from 1:00p-5:00p (shaded in red). 														



ND Class Schedule – February & March 2012 (pg 2 of 2)

Dallas Campus

5211 Forest Lane, Suite 108 Dallas, Texas 75244

Phone: 214.866.0220 Fax: 214.866.0230

Email: dallas@karendillard.com

Web: www.karendillard.com

The class codes listed below will have 15 meeting times (14 lessons and 1 mid-term diagnostic test). Please select one class code and one orientation code, then submit the attached registration form prior to your Orientation. Students must complete a diagnostic test before starting lessons.

You may join a class that has already started by simply making up any missed lessons at a later date.

More Classes Completed for the May SAT Test Date

Class Code		Start Date				Meeting Days					Class Time			
# 856		January 31, 2012				Tuesdays					6:00 pm to 8:00 pm			
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
Tues.	Tues.	Tues.	Tues.	Tues.	Tues.	Tues.	Tues.	Tues.	Tues.	Sat.	Tues.	Tues.	Tues.	Tues.
1/31/12	2/7/12	2/14/12	2/21/12	2/28/12	3/6/12	3/13/12	3/20/12	3/27/12	4/3/12	4/7/12	4/10/12	4/17/12	4/24/12	5/1/12
6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	6:00p	11:30a	6:00p	6:00p	6:00p	6:00p
<ul style="list-style-type: none"> Class 856 will take the DT2 on Saturday, 4/7/12 from 11:30a – 3:30p (shaded in red). 														

# 857		February 19, 2012				Saturdays					2:00 pm to 4:00 pm			
						Sundays					1:00 pm to 3:00 pm			
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.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.	Sat.	Sun.
2/19/12	2/25/12	2/26/12	3/3/12	3/4/12	3/10/10	3/11/12	3/17/12	3/18/12	3/24/12	3/25/12	3/31/12	4/1/12	4/14/12	4/15/12
1:00p	2:00p	1:00p	2:00p	1:00p	2:00p	1:00p	2:00p	1:00p	2:00p	1:00p	2:00p	1:00p	2:00p	1:00p
<ul style="list-style-type: none"> Class 857 will take the DT2 on Sunday, 3/25/12 from 1:00p – 5:00p (shaded in red). Class 857 will not meet during Easter weekend on Saturday, 4/7/12 or Sunday, 4/8/12. 														

# 858		March 3, 2012				Saturdays					9:00 am to 11:00 am			
						Wednesdays					6:00 pm to 8:00 pm			
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.	Wed.	Sat.	Wed.	Sat.	Wed.	Sat.	Wed.	Sat.	Wed.	Wed.	Sat.	Wed.	Sat.	Wed.
3/3/12	3/7/12	3/10/12	3/14/12	3/17/12	3/21/12	3/24/12	3/28/12	3/31/12	4/4/12	4/11/12	4/14/12	4/18/12	4/21/12	4/25/12
9:00a	6:00p	9:00a	6:00p	9:00a	6:00p	9:00a	6:00p	9:00a	6:00p	5:00p	9:00a	6:00p	9:00a	6:00p
<ul style="list-style-type: none"> Class 858 will not meet during Easter weekend on Saturday, 4/7/12. Class 858 will take the DT2 on Wednesday, 4/11/12 from 5:00p – 9:00p (shaded in red). 														



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

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

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

Special Courses	Paying in Full	Installment Plan
<input type="checkbox"/> Duke Tip* Preparation Course – 7 th Grade ...	\$899	2 pmts of \$425 = \$850
<input type="checkbox"/> Pre-SAT Preparation Course – 8 th Grade ...	\$899	2 pmts of \$425 = \$850
<input type="checkbox"/> ISEE* Preparation Course – 8 th Grade ...	\$799	2 pmts of \$425 = \$850

PAYMENT OPTIONS

- I am **Paying in Full** I am **Paying in Installments (See Terms Below)**
- Credit card authorization or postdated check payments FOR ALL INSTALLMENTS must be received by the first meeting.
 - Credit Card payments are run on the 10th of subsequent payment months.
 - Postdated Checks must be dated for the 10th of the subsequent payment months.

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

CC #:	Card Holder's Name as it appears on card:
Exp Date:	V#:
Parent or Guardian's 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	
Pmt Type										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. 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.