

CODE OF CONDUCT



- **Mandatory attendance for the Benchmark Test. No Make up for missing the Benchmark Test.**
- **Attendance in all SAT classes is MANDATORY.** Unexcused absences from two or more sessions without prior approval from the EEI Administration may result in you losing your enrollment in current and potentially any future EEI sessions.
- Bring the required class learning and note taking materials to every class.
- **Be Punctual.** No student will be allowed to come late or leave early without prior permission from the administrator. Tardiness will not be tolerated under any circumstances.
- Dress modestly. Observe the best behavior and etiquette.
- **Absolutely no cell phones allowed when the class is in progress.** Disciplinary action will be taken against those who disrupt classes and misbehave in class or on the premises.
- Follow EEI academic honor code: **I will uphold the highest principles of honesty and integrity in all my work.**
- First breach of any of the above rules will result in a conference with the student.
- Second breach will result in a parent/EEI Academic Committee meeting.
- Third breach of any of the above rules of conduct will result in suspension from the current session. Student may return for the following session with special arrangements.

Materials for the SAT Workshop and Math Tutoring

- Notebook, paper, binder, pens, pencils, eraser, etc.
- A TI-83/TI-84 calculator

*Registration Fee	\$30.00 (One time only). Registration Fee Includes SAT Book.		
*Monthly Fee	1 st child \$30/month	2 nd child \$25/month	3 rd child \$20/month

*Cash/Check only (EEI does not accept credit cards). EEI does not provide partial or full refunds after the first session.

- Fee payments are for **FULL MONTH.** Full month's fee is due even if a child attends only 1 session in a given month.
- **Classes are held on Sundays after the Zuhr prayer starting at 2:00 pm sharp.** Please review the academic calendar when there are no classes.
- Parental involvement and assistance is mandatory in the monitoring of the progress of the student.

I have read, understand, and will comply with the **Code of Conduct** as noted above. I also understand that any violation of these **Code of Conduct** may result in disciplinary actions as noted above. There will be no refund or compensation of any fees paid due to suspension from the session.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

EEI REGISTRATION FORM (2017/2018)

Location – AMCC (811 Wilma Street, Longwood, FL 32750)

<input type="checkbox"/> Registration Fee Paid	<input type="checkbox"/> Book Given	Date: _____
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SAT/PSAT PREPARATION CLASSES & MIDDLE SCHOOL MATH TUTORING & CHEMISTRY TUTORING

Student Information			
First Name	Middle Name	Last Name	
School Name		School Grade	Age
Parent Information			
Father's Name	Contact Number	Email Address	
Mother's Name	Contact Number	Email Address	
Permanent Address			
Street Address			Apt. #
City	State	Zip	
Emergency Contact Information			
Name	Relationship	Contact Number	

All fields must be completed in legible writing.