

LET'S ABACUS

WHERE LEFT BRAIN MEETS RIGHT BRAIN

Our mission is to equip all students with a solid math foundation, to gain confidence, and cultivate a love for numbers through teaching abacus-based mental math. We welcome everyone to learn in a safe and positive environment. At Let's Abacus, students also learn life skills such as goal setting, increased focus, and working well under time constraints.

ENROLLMENT OPTIONS

- 1) Email completed form for each enrolling student . Make payment through PayPal , Venmo or Zelle.
- 2) Print & fill out pages 3-8 of this form for each enrolling student. Mail a signed copy and check or money order in its entirety before the 20th of the month prior to starting to:

Let's Abacus
PO Box 590026
San Francisco, CA 94159

We will send an email upon receipt to confirm enrollment and to schedule regular classes. It is highly recommended to email us at info@letsabacus.com or call/message us at (415) 377- 2589 to check class availability before enrolling.

CLASS INFORMATION

Online classes are held on zoom on Tuesdays, Thursdays and Saturdays.

In-person classes are held on Mondays and Wednesdays at St. James Episcopal Church at 4620 California Street, between 8th and 9th Avenue in San Francisco.

Please be mindful of the following:

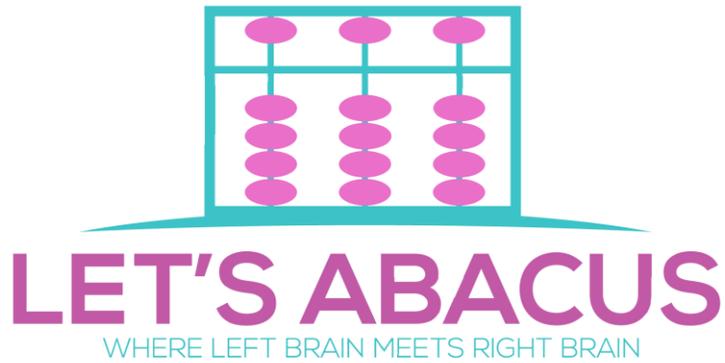
Parking & Pick up/Drop off

There is a white zone in front of the church for pick up and drop off. Always pull up as forward as you can, and please do not park there. Please find street parking in the neighborhood if you need to park longer than 5 minutes. Do not arrive more than 3 minutes before drop off time and pick up time. Thank you in advance for your cooperation.

At the beginning and end of class, the instructor will escort the students to the front of the church. If you are late, text the instructor and they will come out to escort your child(ren). We understand that there may be instances of late arrivals. Please do your best to arrive on time so as not to interrupt class once it begins.

SUPPLIES

Students will be provided with a binder and abacus, if purchased from Let's Abacus, at their first class. In addition, students need to bring three pencils to class.



STUDENT REGISTRATION

INITIAL FEES FOR ONCE A WEEK PROGRAM (ADDITIONAL FEE FOR PAYPAL)

Registration Fee	\$150	
Abacus	\$50 (Optional)	<i>(Own abacus needs to be approved)</i>
First tuition	\$150/month or \$400/quarter for once a week	\$270/month or \$725/quarter for twice a week
Total initial payment	\$350/month or \$600/quarter, with abacus	\$470/month or \$900/quarter, with abacus for twice a week

ONGOING TUITION RATES

	Monthly	Quarterly	Format
Once a week	\$150	\$400	1 hour group class once a week
Twice a week	\$270	\$725	1 hour group class twice a week
Online through zoom	Same as above	Same as above	1 hour group class through zoom
Private	\$400	\$1,000	1 hour private lesson once a week

TERMS OF CONTRACT

- 1) Let's Abacus is a year round program.
- 2) There are 48 classes a year.
- 3) All Let's Abacus books and audio content are to be used by registered students only.
- 4) Students can change classes, subject to availability.
- 5) Make up classes will be allowed if available, as long as 24 hour notice is given unless due to illness or emergency. Classes can also be made up through scheduled online classes. Make up classes cannot be rescheduled unless due to illness or emergency.
- 6) Classes are designed for individual progress in a group setting.
- 7) Student's progress varies in accordance to understanding the abacus concepts, ability to focus, and amount of daily homework completed.
- 8) It is recommended for students to do 30 minutes of homework 5-6 days a week. This is the recommended amount, but is flexible. Communication between parents or legal guardians and the instructor is the key in designing a personalized progress plan.
- 9) The instructor will assess when the student is ready to take tests. They will be conducted during regular class.
- 10) All students are expected to participate in the annual All US Correspondence contest hosted by the League for Soroban Education of America, which is usually held every fall. Additional fee is required.
- 11) In-person and Online classes are 55 minutes in length.
- 12) There are additional weekly and monthly classes and practices at no additional cost for advanced level students.

TUITION AND FEES

- 1) Tuition is due by the last day of the previous month. Please add \$25 late fee per student if tuition is received after the due date.
- 2) Additional enrolled family members will receive a \$5/month tuition discount per month. This discount applies to additional family members only.
- 3) Quarters start in January, April, July, and October.
- 4) No invoices are sent when tuition is due, but an email will be sent for quarterly payment reminder.
- 5) Check, PayPal, Venmo or Zelle are accepted payment methods.
- 6) If a month of tuition or longer is skipped, there is a reentry fee of \$75.
- 7) When the student is ready to take the first test, a \$75 test fee deposit will be required. For families with more than one student, the test fee deposit will be \$125/family. When the test fee credit has been used, another \$75 or \$125 test fee deposit will be required. If a student stops Let's Abacus with a remaining test fee credit, the unused portion will be refunded within 30 business days.
- 8) The test fees range from \$15-\$35, depending on the level and type of test. The exact amounts are listed on the test fee record. A test fee record will be provided when the credit has been used, or anytime upon request.

All contract terms and fees are subject to change.

LIABILITY

Parents or legal guardians of students shall not hold Let's Abacus or rented facility owner liable for any accidents or injuries sustained before, during or after class time on or outside the property. Parents or legal guardians waive the right to any legal action to the foregoing. All risks will be assumed by the parents or legal guardians.

_____ INITIAL

PHOTOGRAPHY

Let's Abacus occasionally takes photos and/or videos during class and special events. These may be used on the website, social media, or marketing materials. Photos taken belong to Let's Abacus and permission is granted to copyright photos in its name.

(Check one box)

- I give permission for featured photographs and/or videos of my child to be taken and used by Let's Abacus.
- I give permission for only background, partial view, or group photographs and/or videos of my child to be taken and used by Let's Abacus.
- I do not give permission for photographs and/or videos of my child to be taken and used by Let's Abacus.

_____ INITIAL

CLASS FREQUENCY

Students can join in the once a week or twice a week program. Twice a week students can also join once in person and once online if preferred.

- I have enclosed a check or money order payable to Let's Abacus with the initial payment.
- I am emailing this form to info@letsabacus.com and making payment online.

HOW DID YOU HEAR ABOUT LET'S ABACUS? _____

APPLICATION

Student Name

Birthdate (mm/dd/yy)

Address, City, State, & Zip Code

School Name

School Grade

Name of parent or legal guardian – Primary contact

Mobile number

Email address

Secondary number

Name of parent or legal guardian – Secondary contact

Mobile number

Email address

Secondary number

Emergency Contact Name

Mobile number

PREFERRED CLASS (MARK FIRST AND SECOND CHOICE)

FIRST CHOICE _____

SECOND CHOICE _____

Please email info@letsabacus.com for private lesson scheduling

SIGNATURES

I have read and agree to the terms and conditions listed in this contract.

Name of parent or legal guardian

Signature of parent or legal guardian

Date

Signature of Hideka Suzuki, Let's Abacus Program Director

Date