



**VERSAN**  
educational services LTD

## Registration Form Student

Paste  
Passport Picture here

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Last Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Course (SAT, SSAT, etc): \_\_\_\_\_ Year of Course: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Nationality: \_\_\_\_\_ Native Language: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

### Parent 1

Relation to Student: \_\_\_\_\_

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail : \_\_\_\_\_

### Parent 2

Relation to Student: \_\_\_\_\_

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail : \_\_\_\_\_

Address of Parent 1: \_\_\_\_\_

Address of Parent 2: \_\_\_\_\_

### School Information

Current School: \_\_\_\_\_ Graduation Year (Fifth Form): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_



## Versan Programme Agreement

1. This agreement entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **VERSAN EDUCATIONAL SERVICES** and the following responsible parent/guardian (hereinafter referred to as the "Client") shall govern the rendering of educational services for the benefit of the following student \_\_\_\_\_.
- Full Name of Responsible Parent/Guardian: \_\_\_\_\_.
- Signature of Responsible Parent/Guardian: \_\_\_\_\_.

### 2. Terms and Conditions

The **Client** agrees as follows:

- (A) That tutor's responsibilities include provision of instructional sessions and review of those sessions via VERSAN DIRECT
- (B) To check VERSAN DIRECT regularly for updates on student's progress and remain in communication with VERSAN
- (C) To ensure student arrives on time, as scheduled, to sessions as arranged including Mock Exams prescribed
- (D) To REGISTER the student with the relevant testing agency (SAT/ACT/SSAT/GRE, etc.) for the EXAM
- (E) Timely payment of fees

### 3. FEES (For students who do not do the classes)

- US\$80 per hour for private tutoring
- US\$50 per Mock Exam
- US\$60 Diagnostic Exam Fee deductible from Tutoring Program Cost

(For students registering for classes)

- |                   |                        |                        |
|-------------------|------------------------|------------------------|
| • SAT Programme:  | Classes only US\$1000. | Full Program US\$1800. |
| • SSAT Programme: | Classes only US\$1000. | Full Program US\$1800. |
| • ACT Programme:  | Classes only US\$1000. | Full Program US\$1800. |
| • GRE Programme:  | Classes only US\$1500. | Full Program US\$2300. |
| • GMAT Programme: | Classes only US\$1500. | Full Program US\$2300. |
| • LSAT Programme: | Classes only US\$1500. | Full Program US\$2300. |

Unlimited Consultations: US\$800. Individual Consultation Session: JM\$16000 or US\$100. Online Consultations US\$800.

Past 1 Month overdue: interest of 4% and it keeps increasing in increments of 4% as the number of months increases.

Full payment is required to confirm private tutor(s), dates and times BEFORE sessions commence. If requesting a payment plan, your credit card information will be required and an automatic deduction agreement signed, in order to guarantee sessions.

### 4. POLICY ON CANCELLATION, RESCHEDULING, TARDINESS & ABSENCE

- Please note that in the case of cancellation of sessions after confirmation, a cancellation fee of 10% of the cost of the session(s) plus a US\$60 diagnostic exam fee will be assessed.
- An absence is defined as such when a student is absent from a confirmed session having not cancelled/rescheduled at least 24 hours. Please note that client is liable for the cost of sessions not cancelled/rescheduled at least 24 hours in advance.
- Parent/Student is responsible for ensuring that the student is ready to begin the session at time scheduled and sessions will not be extended based on student's tardiness.
- Please note that our Tutoring Centre is high volume and in high demand and our policies reflect our efforts to ensure a seamless experience

Tutor will make every good faith effort, utilizing knowledge and expertise, to assist student in achieving desired performance; however, results cannot be guaranteed and the designated fees are payable whether or not the desired results are accomplished. Please note that no refunds are offered outside of the terms outlined above. Client is liable for fees for services rendered/confirmed even if the tutor is instructed by the responsible party to terminate his/her services or if the client withdraws.



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**Financial Responsibility**

By signing the form below you agree to the following, I understand that I will pay for the service (s) being offered by **Versan Educational Services** and will make timely payments if I choose one of the available payment plans. Not following the signed agreement is an offense that shall result in severe consequences  
(Please sign and date)

Client's Name (in full): \_\_\_\_\_

Client's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Versan Educational Services/ Sandra Bramwell

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Plan:      Full (1 Payment) ( )      2 Payments ( )      3 Payments ( )

Payment Amount (USD): \_\_\_\_\_ . Exchange Rate for Today: \$1 USD : \$ \_\_\_\_\_ JMD

Date	Receipt #	Currency Paid	Amount	Balance	Due on	Payment Type	Signature

Payment Completed: (Sign when final payment has been made)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Addendum to Versan Programme Agreement

This Addendum is attached to and forms part of the Versan Programme Agreement signed between Versan Educational Services Ltd. ("Versan") and the undersigned Client ("Parent/Guardian"). In the event of conflict between this Addendum and the main Agreement, the terms of this Addendum shall prevail.

### 1. Definition of Breach

Failure to comply shall result only in written notice and 7 business days to cure. If not cured, Versan may suspend sessions until rectified. No other penalties apply.

### 2. Service Deliverables

Versan will provide a fixed number of instructional hours, proctored mock exams, and bi-weekly written progress feedback as agreed in writing.

### 3. Tutor Cancellation/Rescheduling

If Versan/tutor cancels or is more than 15 minutes late, the Parent/Guardian shall receive a make-up session or pro-rata refund/credit.

### 4. Late Fees and Grace Period

Payments include a 5-day grace period. Late balances accrue 1% per month, capped at 6% of the invoice total.

### 5. Refund and Withdrawal Policy

Withdrawals before instruction begins: all fees less US\$150 admin fee are refundable. After commencement, unused prepaid sessions are refundable or creditable pro-rata. If Versan fails to deliver sessions within 30 days of schedule, Client may terminate and receive a pro-rata refund.

### 6. Attendance and Absence

Sessions cancelled at least 24 hours in advance may be rescheduled with no fee. One emergency cancellation per term (<24 hours) is permitted without penalty.

### 7. Payment Schedule

Private tutoring may be billed 30% deposit, 40% at first session, 30% mid-program. Cohort classes: full payment held in trust until classes commence.

### 8. Exchange Rate Fixing

If paying in JMD, the Bank of Jamaica midday rate on the invoice date will apply, fixed for 14 days.

### 9. Data Protection

Versan will store personal data securely, use it solely for services and exam registration, not share without consent, and delete upon request except where required by law.

### 10. Dispute Resolution

Disputes shall be escalated to good-faith negotiation (10 days), then mediation, then courts of Jamaica. No unilateral changes to the Agreement are valid unless signed by both parties.

### 11. Publicity

Versan may use the student's name, image, test scores, or school acceptances in marketing unless there is written parental request for exclusion from marketing use

### 12. Receipts and Progress Reports

Versan shall issue receipts showing payments, balance, and hours delivered, and provide access to progress records (attendance, homework, mock scores).

Acknowledged and Agreed by:

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Versan Educational Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_