

**SAN MARINO PT AFFILIATES SUMMER SCHOOL 2010
REGISTRATION INFORMATION
SAN MARINO HIGH SCHOOL – (GRADES 9 – 12)
(626) 299-7048**

Dates: June 14 through July 23 - Six Weeks (HOLIDAY, JULY 5th)

Location: San Marino High School
2701 Huntington Drive
San Marino, CA 91108

Schedule: Period 1 – 8:00 AM - 10:05 AM
Period 2 – 10:15 AM - 12:20 PM
Period 3 – 1:00 PM – 3:05 PM

Tuition: 5 unit course.....\$390.00
10 unit course..... \$510.00
Two 5 unit courses.....\$510.00
Three 5 unit courses, or one 10 unit course and one 5 unit course..\$900.00
Lab fees vary per class; check the lab fee column on the course selection sheet.
Checks should be made payable to PTAffiliates. Checks will not be processed until May 1.

Registration (Mail): Complete and mail the downloaded registration form together with check or money order payable to **PTAffiliates** and mail to:
9 – 12 PTAffiliates Summer School
San Marino High School
2701 Huntington Drive
San Marino, CA 91108

Mail-in registration must be postmarked by May 17, 2010. Those postmarked after May 17 will be processed as walk-in registration and subject to the \$15 dollar registration fee.

Walk-in Registration: There will be a \$15 walk-in registration fee from May 24th – June 11th. Registration will be accepted on a space-available basis in the San Marino High School Assistant Principal's Office at 2701 Huntington Drive, between the hours of **8:30AM and 3:00PM – Monday through Friday.**

CLASS LISTS WILL BE POSTED ON THE FIRST DAY OF SUMMER SCHOOL AROUND THE ADMINISTRATION BUILDING. YOU WILL ONLY BE NOTIFIED IF CLASSES ARE FULL OR HAVE BEEN CANCELLED.

Late Registration: On the first day of summer school, an additional \$25.00 late registration fee will be charged for each class where space is available for new registrants. Registration is done in person in the Assistant Principal's Office.

Refunds: Cancellation letters for a full refund will be accepted through May 2, 2010. Refund requests made after May 2, 2010 are subject to a \$100.00 cancellation fee. **No refunds will be issued after June 11th.**

**SAN MARINO HIGH SCHOOL
SAN MARINO PTAFFILIATES SUMMER SCHOOL 2010
REGISTRATION INSTRUCTIONS**

Registration requests will not be processed unless applications are completely filled out and the correct payment amount is enclosed. All tuition and lab fees must be included. Registration forms will be held up for all classes until proper forms and payments are in. Please **PRINT** all information in the student information section and enclose the proper fees.

Make sure that each entry is accurate and legible.

STUDENT INFORMATION

- A. PRINT the student's LAST name first.
- B. San Marino High School students must enter their I.D. number
- C. Enter the street address, city and zip code
- D. Enter your home phone, counselor, and grade for **next year** (2010-2011 school year)
- E. Enter the father's and mother's or guardian's (please indicate if guardian) name and daytime phone number in case of emergency.
- F. Enter name and address of high school attending if other than SMHS.
- G. **Submit a request in writing if you would like your grades sent to your school. Indicate the name and address of the school and to whom the grades should be sent.**
- H. Sign the registration form.

COURSE SELECTION:

From the course selection sheet, enter the course title and time requested for the desired course(s). All classes are subject to possible cancellation due to lack of enrollment. Applications will be prioritized based on postmark and date of receipt. Please select an alternate course in case your first choice has been filled at the time your application is processed. **If your 1st choice class is not available, you will automatically be placed into your alternate choice. If you do not include an alternate choice, there will be a delay in processing your application.**

<u>PAYMENT:</u>	5 unit course.....	\$390.00
	10 unit course.....	\$510.00
	Two 5 unit courses.....	\$510.00
	Three 5 unit courses, or one 10 unit course and one 5 unit course..	\$900.00
	Lab fees vary per class; check the lab fee column on the course selection sheet.	
	Checks should be made payable to PTAffiliates. Checks will not be processed until May 1.	

MAILING THE FORM

Mail the form together with your check made payable to PTAffiliates. **The student's name must appear on the check.** Be sure to include lab fees for classes that require them (as indicated on the course selection sheet). **MAIL-IN registration must be postmarked by May 17, 2010. No WALK-IN registrations will be accepted until May 24th.**

ATTENDANCE

A student may miss only three days of class regardless of the reason, and on the 4th absence, students automatically will be dropped from the class.

REFUNDS

Written refund requests made after May 2nd are subject to a \$100.00 cancellation fee. No refunds will be issued after June 11th. **Refunds will not be mailed to you until mid July.**