**THE ACHIEVEMENT CENTER**
10 Ridge Road • Box 315
Horseheads, New York 14845
(607) 739-3894 • Fax 739-3895

# WRITING SKILLS - MINI COURSE
# 2019-2020

Instruction in basic and advanced writing skills is offered at The Achievement Center for students in grades four through college. This mini-course consists of the methods of prewriting, descriptive writing, book reports, critiques, essays, compositions, and research papers. Students are taught the steps necessary to write effectively and how to use the various reference materials.

The mini-course in writing skills consists of a unit of four (4) one hour sessions at a cost of $195.00 per unit, unit of six (6) one hour sessions at a cost of $290.00, a unit of eight (8) one hour sessions at a cost of $370.00 per unit or a unit of twelve (12) one hour sessions at a cost of $515.00, depending on the need and/or desire. Payment by check is appreciated. We also accept credit cards.

**NOTE: ATTENDANCE IS EXPECTED TO BE REGULAR, NOT SPORADIC. NO CHARGE FOR A CANCELLED LESSON IF 24 hr. NOTICE IS GIVEN TO OUR OFFICE. WE WILL PROVIDE A MAKE-UP LESSON FOR AN ABSENCE DUE TO ILLNESS IF WE ARE NOTIFIED BY 12:00 PM OF THAT DAY. THESE ALLOWANCES CAN BE PROVIDED ONLY ONE TIME FOR EACH BLOCK OF FOUR LESSONS. NO CREDIT CAN BE GIVEN FOR OTHER ABSENCES SINCE WE MUST PAY OUR TEACHER FOR THE SCHEDULED LESSONS.**

At The Achievement Center we also offer this writing skill instruction for all students in grades four through college as a part of our regular writing skills course work in our basic and tutorial programs.

PLEASE NOTE THAT THE ACHIEVEMENT CENTER FOLLOWS THE ATTACHED CALENDAR SCHEDULE REGARDING VACATIONS AND HOLIDAYS.

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## WRITING SKILLS REGISTRATION FORM

PLEASE ENROLL_____FOR THE ACHIEVEMENT CENTER'S ____FOUR (4)____ SIX (6)____EIGHT (8) ____TWELVE (12) LESSON WRITING SKILLS PROGRAM.

STUDENT GRADE_____ PAYMENT: $195 (4) LESSONS $290 (6) LESSONS
$370 (8) LESSONS $515 (12) LESSONS

ENCLOSED IS THE NON-REFUNDABLE REGISTRATION FEE OF $50 WHICH IS DEDUCTIBLE FROM THE PROGRAM FEE. BALANCE IS DUE ON THE FIRST DAY OF THE PROGRAM. NO REFUNDS ARE ISSUED.

**I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE CHARGES AND TERMS.**

DATE:_____ NAME: _____SIGNATURE:_____

HOME PHONE:_____ ADDRESS:_____

ALT. PHONE:_____ EMAIL ADDRESS: _____