



## **Registration Information and Instructions**

**Please read carefully.**

1. To enroll in a summer course, complete the appropriate registration form(s).
2. Attach full course fee(s) plus registration fee to the form(s). Please refer to the fee schedule.
  - Payments can be made by check or cash. We do not accept credit cards.
  - **Registration forms received without full payment will not be processed.**
  - Checks that are returned by the bank will be assessed an additional fee of \$25.
3. Completed forms and payments can be mailed or dropped off in person to:

**Mercy High School ATTN.: Summer Prep Academy**  
**3250 Nineteenth Avenue, San Francisco, CA 94132**
4. Please make checks payable to Mercy High School.
5. Registration by mail must be received by Monday, June 14, 2010.
  - After June 14<sup>th</sup>, all registration must be completed in person. No personal checks will be accepted after June 14<sup>th</sup>, cash or cashier's check only. **Final day to register for all on campus courses is Thursday, June 17, 2010.**
  - **Registration will NOT be accepted on June 21, 2010 – the first day of classes.**
  - **Note: The registration deadline for all online courses is Monday, June 14, 2010.**
6. Received registration forms will be confirmed in writing. Course change requests made after a schedule has been confirmed will be assessed a \$25 fee.
7. **If registering for more than one course, the registration fee need only be paid once.**
8. Mercy High Summer Prep Academy does not assume responsibility for course placement for non-Mercy students. Non-Mercy students should verify course selections with their school counselor or appropriate school official prior to registration.
9. Any student removed for excessive absences or for disciplinary reasons will not receive a tuition refund or academic credits.
10. Mercy High School reserves the right to cancel or change the time of any course offering for which an insufficient number of students have registered.
11. Courses cancelled by Mercy are not subject to cancellation restrictions, students will receive full refunds.
12. Registration fees are non-refundable.
13. If a student withdraws from a course on or before June 21, 2010, all course fees will be refunded but registration fees will be forfeited.
14. If a student withdraws from a course after June 21, 2010, ALL fees are forfeited.
15. Please make course selections carefully; all policies apply to withdrawals made due to incorrect course selections.
16. Refunds will be processed the week of June 21, 2010 regardless of the date of the request.