



INDEPENDENT STUDY APPLICATION FOR ENROLLMENT

American School[®]

2200 East 170th Street

Lansing, Illinois 60438

(708) 418-2850

www.americanschool.org



INDEPENDENT STUDY APPLICATION FOR ENROLLMENT

Check One: New Student Added Subject (Returning Student) **Do not pay \$30.00 enrollment fee if you have enrolled previously.**
 My American School Student Number is: _____

Date _____

Student _____

LAST NAME
FIRST NAME
INITIAL

Student's Address _____ Apt. # _____

City _____ State _____ Zip _____

Phone Number _____ Date of Birth _____

(AREA CODE) NUMBER
MONTH / DATE / YEAR

Student's Email _____ Grade _____

NEW STUDENTS: This email should be unique to the student and may not be an email address already in use. Students may not use counselors' email addresses.

Signature of Parent/Guardian (If under 18 years old) _____

APPROVED BY:

School Official _____ Title _____

Phone Number _____ Email _____

School Name _____

School Address _____

City _____ State _____ Zip _____

School Official's Signature _____

- Check One:** Provide study material and graded exams for paper-based and/or paper-based courses with online exams to the School official.
 Provide study material and graded exams for paper-based and/or paper-based courses with online exams directly to student.
- Check One:** The School Official requests that the American School provide an end-of-course exam for each course to be administered locally upon successful completion of the print-based unit exams or online course modules. (End-of-course exams are not available for online World Language courses.)
 The School Official waives the end-of-course exam requirement for each course.

If neither box is checked, end-of-course exam(s) will automatically be required.

A transcript of credit will be issued when all unit exams/modules and end-of-course final exam(s), if required, have been successfully completed, minimum enrollment time met, and all tuition and fees have been paid in full.

COURSE TITLE	CHECK ONE				PRICE
	DELIVERY (PB, O, OEPC)	1ST SEM. ONLY	2ND SEM. ONLY	FULL UNIT	SEE COURSE PRICES

DO NOT WRITE IN THIS BOX

PMT _____

Enrollment Fee (New Students Only) \$30.00

TOTAL AMOUNT DUE \$

PLEASE PRINT

PLEASE PRINT

(PERFORATED: TEAR OFF AND MAIL TO SCHOOL)

The American School's complete educational service includes qualified teachers, study materials, unit and final exams, and transcripts of credits. We realize that flexibility is important in helping students reach their educational goals. We are proud to deliver our courses and administer our exams in a variety of ways.

We offer our accredited high school courses in online (O) and paper-based (PB) formats. We also offer students enrolled in select paper-based courses the option to take their unit exams online (OEPC).

PAPER-BASED COURSES (PB) & ONLINE EXAMS FOR PAPER-BASED COURSES (OEPC)

	Full Unit Price	Half Unit Price		Full Unit Price	Half Unit Price
<u>BUSINESS, CAREER AND TECHNICAL EDUCATION</u>				<u>FINE ARTS</u>	
Accounting, Fundamentals of	230.00	140.00		Art, Drawing Animals	N/A
Automotive, Know Your Car §	N/A	200.00		Art, Drawing Landscapes	N/A
Automotive Systems §	210.00	130.00		Photography §	190.00
Business, Intro. to §	250.00	150.00		<u>MATHEMATICS</u>	
Business Law	270.00	160.00		Algebra 1	300.00
Business Math	240.00	145.00		Algebra 2*1	320.00
Career, Planning Your §	150.00	100.00		Business Math	240.00
Carpentry §	210.00	130.00		Geometry*1	270.00
Child Care and Development §	190.00	120.00		Math I, Essential	160.00
Clothing §	200.00	125.00		Math II, Essential	160.00
Computers, Intro. to §	220.00	135.00		<u>SCIENCE</u>	
Consumer Economics §	190.00	120.00		Biology (lab)	310.00
Drafting, Basic	250.00	150.00		Biology (non-lab) §	240.00
Electricity, Fundamentals of *1 §	250.00	150.00		Chemistry (lab)*1 §	380.00
English, Business	220.00	135.00		Chemistry (non-lab)*1	270.00
Food Study §	220.00	135.00		Physics*1 §	300.00
Home Planning and Decorating §	200.00	125.00		Physiology and Health §	
Home Repair	190.00	120.00		(Second semester is Health)	260.00
Keyboarding §	200.00	125.00		Science, Earth §	220.00
Office Procedures §	230.00	140.00		Science, Environmental §	230.00
Print Reading I, Building Trades	N/A	230.00		Science, General §	170.00
Print Reading II, Building Trades	N/A	230.00		Science, Physical §	260.00
<u>ENGLISH</u>				<u>SOCIAL SCIENCE</u>	
English, Business	220.00	135.00		Civics, Social (Government) §	180.00
English 1, Composition and Grammar §	N/A	200.00		Geography, World §	220.00
English 2, Composition and Grammar §	N/A	200.00		History, United States §	270.00
English 3, Composition and Grammar §	N/A	200.00		History, World §	190.00
English 4, Composition and Grammar §	N/A	200.00		Psychology for Life Today §	160.00
English Grammar, Basic Remedial	N/A	180.00		Sociology	170.00
English 1, Understanding §	180.00	115.00		<u>WORLD LANGUAGES</u>	
English 2, Understanding §	180.00	115.00		French I §	270.00
Journalism §	250.00	150.00		French II §	270.00
Literature 1 §	N/A	170.00		Latin I	300.00
Literature 2 §	N/A	170.00		Please see page 4 for additional online World Language courses powered by Rosetta Stone®.	
Literature 3 §	N/A	170.00		§ = Online Exams Available (OEPC)	
Literature 4 §	N/A	170.00		PREREQUISITE:	
Literature, American §	220.00	135.00		*1 - requires Algebra 1	
Literature, British §	230.00	140.00			
Literature, Classic Adventure §	N/A	140.00			
Literature, World §	220.00	135.00			
Speech, How to Talk More Effectively §	N/A	160.00			
Spelling §	N/A	140.00			
Writing 1 §	260.00	155.00			
Writing 2 §	N/A	155.00			

This list is accurate at the time of printing. A list of current online course offerings can be found at www.americanschool.org/online-learning. To download a copy of the most current application, which includes pricing information, visit www.americanschool.org/ISAApplication.pdf.

ONLINE COURSES (O)

	<u>Full Unit Price</u>	<u>Half Unit Price</u>		<u>Full Unit Price</u>	<u>Half Unit Price</u>
<u>BUSINESS, CAREER AND TECHNICAL EDUCATION</u>			<u>SCIENCE</u>		
Accounting	N/A	200.00	Anatomy & Physiology	N/A	200.00
Business Communication	N/A	200.00	Astronomy, Intro. to	N/A	200.00
International Business	N/A	200.00	Biology (non-lab)	250.00	200.00
Culinary Arts, Intro. to	250.00	200.00	Chemistry (non-lab)* ¹	250.00	200.00
Economics	N/A	200.00	Health	250.00	200.00
Fashion and Interior Design	250.00	200.00	Physics* ¹	250.00	200.00
Hospitality and Tourism	N/A	200.00	Science, Earth	250.00	200.00
Life Management Skills	N/A	200.00	Science, Environmental	N/A	200.00
Parenting, Real World	N/A	200.00	Science, Forensic	250.00	200.00
Social Media, Intro. to	N/A	200.00	Science, Physical	250.00	200.00
Thinking & Learning Strategies	N/A	200.00	<u>SOCIAL SCIENCE</u>		
<u>ENGLISH</u>			Geography	250.00	200.00
Creative Writing	250.00	200.00	Government	N/A	200.00
English 1	250.00	200.00	History of the Holocaust	N/A	200.00
English 2	250.00	200.00	History, United States	250.00	200.00
English 3	250.00	200.00	History, World	250.00	200.00
English 4	250.00	200.00	Personal Psychology	250.00	200.00
Journalism	250.00	200.00	Philosophy	N/A	200.00
Literature, Gothic	N/A	200.00	Psychology (full unit only)	250.00	N/A
Mythology and Folklore	N/A	200.00	Psychology, Intro. to	N/A	200.00
Public Speaking	250.00	200.00	Sociology	250.00	200.00
<u>FINE ARTS</u>			<u>WORLD LANGUAGE*</u>		
Art 1: World Cultures	N/A	200.00	Arabic 1	250.00	200.00
Digital Photography	250.00	200.00	Arabic 2	N/A	200.00
Music Appreciation	N/A	200.00	Chinese (Mandarin) 1	250.00	200.00
Theater, Cinema, & Film Production	N/A	200.00	Chinese (Mandarin) 2	250.00	200.00
<u>MATHEMATICS</u>			Chinese (Mandarin) 3	N/A	200.00
Algebra 1	250.00	200.00	Dutch 1	250.00	200.00
Algebra 2* ¹	250.00	200.00	Dutch 2	N/A	200.00
Calculus* ²	250.00	200.00	English 1 (As a Second Language)	250.00	200.00
Geometry* ¹	250.00	200.00	English 2 (As a Second Language)	250.00	200.00
Integrated Math 1	250.00	200.00	English 3 (As a Second Language)	N/A	200.00
Integrated Math 2	250.00	200.00	French 1	250.00	200.00
Pre-Algebra* ³	250.00	200.00	French 2	250.00	200.00
Pre-Calculus* ²	250.00	200.00	French 3	N/A	200.00
Trigonometry* ²	N/A	200.00	German 1	250.00	200.00
PREREQUISITE:			German 2	250.00	200.00
*1 - requires Algebra 1			German 3	N/A	200.00
*2 - requires Algebra 2			Italian 1	250.00	200.00
*3 - requires no previous Algebra credits			Italian 2	250.00	200.00
			Italian 3	N/A	200.00
			Japanese 1	250.00	200.00
			Japanese 2	N/A	200.00
			Portuguese 1	250.00	200.00
			Portuguese 2	N/A	200.00
			Spanish 1	250.00	200.00
			Spanish 2	250.00	200.00
			Spanish 3	N/A	200.00

*Powered by Rosetta Stone®. Final Exams not available for Online World Language Courses.

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Accreditation:

American School is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CES), National Council for Private School Accreditation (NCPA) and Accreditation International (Ai) and is recognized as a non-public secondary school by the Illinois State Board of Education.

Credit Value and Course Requirements:

Courses are worth either a half-unit or full unit of Carnegie credit. Each full-unit course is also available in half-units, unless otherwise indicated by N/A. All unit exams/modules, projects, and final end-of-course exams must be successfully completed in order to earn credit. A module or level is a course section that can consist of lessons, discussions, lab/text questions, quizzes and/or posttests.

Tuition:

The cost of tuition includes all study materials, grading services, access to the Online Student Center and postage to U.S. locations. Additional shipping costs are applicable for foreign shipments. The semester required (either first or second half) must be indicated on the enrollment application. **Prices are subject to change without notice.** Tuition is expected to be paid in full at the time of enrollment. **Tuition must be paid in full before a transcript of credit is released.** Accounts more than three (3) months past due are subject to denial of service. The total balance must be paid in full before more courses can be added to the student's enrollment.

Refund Policy:

Paper-Based Courses/Paper-Based Courses with Online Exams: All requests for cancellation must be made in writing within 90 days of enrollment. If no exams have been submitted, we will retain the \$30.00 enrollment fee and \$50.00 per course for study materials. If any exams have been submitted in a course, full tuition will be charged and no refunds made.

Online Courses: All requests for cancellation must be made in writing within 90 days of enrollment. If no modules or levels in a course have been completed, we will retain \$50.00 for enrollment and service fees. If any modules or levels have been completed in a course, full tuition will be charged and no refunds made.

Enrollments may not be transferred from one student to another.

Completion Times:

Paper-Based Courses and Paper-Based Courses with Online Exam Option:

Minimum time for completion: 5 weeks per course consecutively; thus, 10 weeks for two, 15 weeks for three, etc.

Maximum time for completion: 1 year from date of enrollment (yearly renewal possible)

Online Courses:

Minimum time for completion: 5 weeks per course consecutively; thus, 10 weeks for two, 15 weeks for three, etc.

Maximum time for completion: Half-unit course – 6 months

Full unit course – 12 months

Local school deadlines must be met within these guidelines. Courses can be completed before the minimum time for completion; however, no official transcripts will be released until minimum enrollment times have been met for all courses (see above). The enrollment period for online courses cannot exceed the enrollment period (see above). If all course requirements are not fulfilled during that time period, students must re-enroll for the course at the full tuition price. Please note that these courses contain study materials equivalent to a half or full unit of course credit. Students should plan adequate time to complete all exams and assignments. In fairness to all students, exams are graded in the order received. There are no exceptions to this policy.

How to Enroll:

1. Complete the enrollment application with your personal information.
2. List the courses to be taken. Be sure to indicate if full, first semester or second semester of each course is needed.
3. Indicate if you are enrolling for paper-based (PB), online exams for paper-based courses (OEPC) or online courses (O).
4. Have your counselor complete the section regarding end-of-course exams and shipment of study materials.
5. Have your counselor or other school official authorize your enrollment by signing your application.
6. Have your parent/guardian sign and approve your application if you are under 18 years old.
7. Mail the completed application with payment (check or money order payable to the American School) to:

**Independent Study Division
American School
2200 East 170th Street
Lansing, Illinois 60438**

Do not send cash. The American School will not be held responsible for currency sent by mail. You can also enroll online at https://www.americanschool.org/is_enrollment.php.

Additional Enrollment Forms:

Counselors: For additional copies of this application or for more information, please contact our Independent Study Division at (708) 418-2850, Monday through Friday from 8:30 A.M. to 3:30 P.M. CST. You can also contact us by email at independentstudy@americanschool.org or write to the address listed above. Applications can also be downloaded at www.americanschool.org/ISApplication.pdf (case sensitive).



American School[®]

INDEPENDENT STUDY

High School Credits Through Distance Education ENROLLMENT APPLICATION

WE CAN HELP YOU...

- **Provide Credit Recovery**
- **Provide Challenging Courses for the More Advanced Student**
- **Provide Summer School Opportunities**
- **Serve the Home-Bound Student**
- **Provide for the Student Who Has to Travel in this Country or Abroad**
- **Offer High-Interest Courses for the Potential Dropout**
- **Provide Adult High School Completion Programs**

**New online courses available, including over
10 online World Language courses powered by Rosetta Stone[®].**



Education



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