



# HIGH SCHOOL DIPLOMA ENROLLMENT APPLICATION

PLEASE PRINT

Student \_\_\_\_\_  
LAST NAME FIRST NAME INITIAL

Student's Preferred Name \_\_\_\_\_

Student's Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(AREA CODE) NUMBER MONTH / DATE / YEAR

Student's Email \_\_\_\_\_

Circle one: Male Female

Student's Ethnicity (circle all that apply): African American Asian/Pacific Islander Caucasian Hispanic Other: \_\_\_\_\_

**Check all that apply to you:**

- I have no previous high school credits.
- I have previously attended American School.  
Name attended under \_\_\_\_\_  
Student Number \_\_\_\_\_
- I was previously homeschooled at the high school level.
- I previously attended high school. Check highest grade actually completed:  9th  10th  11th

Exact name under which you attended school \_\_\_\_\_

Name of school attended \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Attendance \_\_\_\_\_ to \_\_\_\_\_  
MONTH/YEAR MONTH/YEAR

**Transferring Credit:** American School will need a copy of your official high school transcripts to evaluate for transfer credits. We only accept credits from other accredited schools. We do not accept credits in physical education, driver's education, religion, performing arts (choir, band, etc.) and ROTC. Official transcripts must come directly from the issuing high school in a sealed envelope. Transcripts will be considered unofficial if the envelope has been opened. You may send a copy of the transcripts with your enrollment application or you may contact your previous high school(s) to request the transcript(s) be mailed to us. We will contact you once the transcript has been evaluated to inform you of the results and of any possible changes to the enrollment contract.

Check here if you have previously sent your transcript to American School for evaluation.

**NOTE:** You must complete at least 5 units of credit with American School and fulfill all graduation requirements in order to be eligible to earn an American School diploma. Graduation requirements are listed on page 4 of this application.

Illinois residents must also take and pass the U.S. and Illinois State Constitution and Flag Test as required by Illinois Compiled Statutes - School Code (105 ILCS 5/27-3)

HOW DID YOU HEAR ABOUT AMERICAN SCHOOL? \_\_\_\_\_

WHAT IS YOUR REASON FOR ENROLLING? \_\_\_\_\_

HOW WILL AMERICAN SCHOOL HELP YOU MEET YOUR EDUCATIONAL GOALS? \_\_\_\_\_

I wish to enroll in (select one):  General High School Program  College Preparatory Diploma Program

Preferred course delivery method:  Paper  Online  Both

CIRCLE NUMBER OF CREDITS YOU NEED TO COMPLETE AND CASH PRICE					FOR OFFICE USE ONLY
STANDARD AGREEMENT	5 Credits	10 Credits	15 Credits	20 Credits	
Total Cash Price	\$900.00	\$1,800.00	\$2,700.00	\$3,600.00	
Standard Down Payment Per Year	200.00	200.00	200.00	200.00	
Balance Due After Down Payment	700.00	1,600.00	2,500.00	3,400.00	
Standard Monthly Payment	140.00	140.00	140.00	140.00	

With your standard down payment of \$200.00, you will receive one print-based course or access to all online courses. Print-based courses will be sent based on payment schedule. For example, the second course will be sent when the second payment is received, the third course will be sent when the third payment is received, etc. Based on the payment schedule, a student will have access to all courses by the sixth month of enrollment. To begin the next year of studies, you will need to make a \$200.00 down payment. This fee will cover the cost of study materials and/or the online course(s) license(s) for the first course of the next year of study. Courses will then be sent based on the payment schedule explained above. **Additional charges for postage will apply for students residing outside the United States or for those students requesting special mail services.**

Students are expected to complete at least five (5) units of credit per year. Online courses are divided into semesters. Students must complete the first semester of any online course within six (6) months of the enrollment date. Students must complete the second semester of any online course within one year of the enrollment date. **Students are expected to complete all five paper-based courses within one (1) year of enrollment.** Students may begin the next year of the enrollment contract when they have less than 10 unit exams to complete from the previous year of enrollment.

An Academic Advisor will contact you once your application has been accepted to schedule your first year of courses. If you are claiming previous credits, it is best to send your transcript with your enrollment application for processing to avoid delays in finalizing your course selections.

I understand that the monthly payment selected above must be paid every 30 days until the balance is fully paid. No interest/finance charges are included; therefore, the annual percentage rate is 0%. **American School CANNOT BE RESPONSIBLE FOR CURRENCY SENT BY MAIL. PAYMENT MUST BE MADE IN U.S. FUNDS ONLY. THIS AGREEMENT BECOMES A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT/GUARANTOR AND ACCEPTED BY AMERICAN SCHOOL AT 2200 EAST 170TH STREET, LANSING, ILLINOIS 60438.**

**IF YOU ARE UNDER 18:** This enrollment must be co-signed and guaranteed by your father, mother, or legal guardian.

STUDENT SIGNATURE _____	SIGNATURE OF GUARANTOR _____
TELEPHONE _____	PRINTED NAME _____
SSN (Last 4 digits) _____	ADDRESS _____
E-MAIL _____ (Cannot be same as guarantor)	CITY, STATE, ZIP _____
DATE OF BIRTH _____ MONTH                    DAY                    YEAR                    AGE	E-MAIL _____ (Cannot be same as student)
	TELEPHONE _____

\*\*\*PLEASE KEEP A PHOTOCOPY OF THIS APPLICATION FOR YOUR FILES.\*\*\*

**Compulsory School Attendance:** It is the responsibility of the student/parent(s)/guardian(s) to meet the compulsory school attendance requirements of the student's home state and comply with the legal requirements of the student's home state's homeschool laws.

**Graduation Requirements:** You must complete 20 units of required credits in order to earn a diploma from American School. Though you may transfer credit from other accredited institutions, you must successfully complete at least 5 units of credit with American School in order to earn a diploma from American School.

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

## AMERICAN SCHOOL REFUND POLICY

We believe you will be pleased with your American School studies; however, should you decide within the first 30 days after your course enrollment is accepted that you wish to discontinue your studies, you must:

1. Notify American School **in writing** that you wish to cancel.
2. Return all study materials for any print-based courses in a new, unused condition.
3. We will retain a \$100.00 processing fee and refund all other monies paid.

No refunds will be made after 30 days of course enrollment if any exams have been submitted in a print-based course for grading or if any modules/levels/units have been completed in an online course.

Enrollments may not be transferred from one student to another.

## STUDENT'S RIGHTS AND RESPONSIBILITIES

American School agrees to provide you with a high school education by the use of textbooks and digital media similar to materials used by other high schools, supplemented by study guides especially developed for home study use. The tuition covers registration, instruction, all text and digital materials, consulting privilege, and postage on all material sent to the student (U.S. locations only).

**Students must earn a minimum of five (5) units of credit with American School in order to obtain an American School diploma.** The price of the program depends on the ability of American School to verify the number of credits you have claimed through transcripts from schools attended. The school agrees to make an allowance for previous high school credits except for physical education, driver's education, religion, performing arts (chorus, band, drama, etc.) or ROTC. You will be given a \$180.00 tuition reduction for each full unit of verified transfer credit.

American School agrees to allow you up to four years to complete the requirements of this program following the guidelines established on page two (2) of this contract. For example, if you chose 15 credits, you would have three (3) years to complete your program; if you chose 10 credits, you would have two (2) years to complete your program, etc. If you have selected a monthly installment tuition plan, all payments must be made when due regardless of your study progress.

Upon successful completion of all academic and financial requirements, a diploma from American School, a school which is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CES), the National Council for Private School Accreditation (NCPSA) and Accreditation International (Ai), and is recognized as a non-public secondary school by the Illinois State Board of Education, will be awarded to you.

## HONOR SYSTEM AGREEMENT

In pursuing your studies with American School, you are expected to follow the honor system. Under the honor system, it is permissible to benefit from the exchange of ideas with other students, friends or family members. Although you may study with others, any work on the exams is expected to be of your own thoughts and ideas. Your exams must show what you have learned. You may not represent someone else's work as your own. You may not buy, sell, or provide in any way, answers from graded assignments and exams to anyone else. You may not share your login information with anyone else other than the guarantor on the account, for the purpose of making course content available.

If you do not adhere to the honor system, you should expect disciplinary action, which may include retaking an exam or dropping a course for another. Repeated violations may result in invalidation of any exam grades and/or your dismissal from American School.

All materials published by American School are copyrighted. Supplying copies of questions and answers to other people is a violation of federal laws forbidding infringement of copyright and may be prosecuted thereunder. Therefore, you may not provide answers on exams to other people, whether they are students of American School or not.

**By signing and submitting this application, you agree to follow American School's Honor System.**

## GRADUATION REQUIREMENTS

SUBJECT AREA	GENERAL HIGH SCHOOL DIPLOMA	COLLEGE PREPARATORY DIPLOMA
ENGLISH	4.0	4.0
MATH*	3.0	4.0
SCIENCE	2.0	3.0
SOCIAL STUDIES	2.0	3.0
CONSUMER EDUCATION	.50	.50
GOVERNMENT**	.50	.50
HEALTH	.50	.50
ART, MUSIC, FOREIGN LANGUAGE OR VOCATIONAL EDUCATION	1.0	1.0 (2 years of foreign language recommended)
ELECTIVES	6.5	4.5
<b>TOTAL CREDITS</b>	<b>20</b>	<b>20</b>

\*One year must be Algebra 1; 1 year must be a course with Geometry material.

\*\*Illinois residents must also take and pass the U.S. and Illinois State Constitution and Flag Test as required by Illinois Compiled Statutes - School Code (105 ILCS 5/27-3)

### Sample of General High School Program:

#### 9th Grade

English: Writing 1  
 Math: Algebra 1  
 Health: Physiology and Health  
 Social Studies: World Geography  
 Elective: (1 credit)

#### 10th Grade

English: Writing 2  
 Math: Geometry  
 Science: Biology  
 Social Studies: World History  
 Elective: (1 credit)

#### 11th Grade

English: American Literature  
 Math: Algebra 2  
 Science: Earth Science  
 Social Studies: United States History  
 Elective: (1 credits)

#### 12th Grade

English: World Literature  
 Social Studies: Government (Social Civics)  
 Consumer Economics  
 Elective: (3 credits)

### Sample of College Preparatory High School Program:

#### 9th Grade

English: English 9  
 Math: Algebra 1  
 Science: Biology  
 Social Studies: World Geography  
 Elective: (1 credit)

#### 10th Grade

English: English 10  
 Math: Geometry  
 Science: Chemistry  
 Social Studies: World History  
 Health: Physiology and Health

#### 11th Grade

English: American Literature  
 Math: Algebra 2  
 Science: Physics  
 Social Studies: United States History  
 Elective: Spanish 1

#### 12th Grade

English: British Literature  
 Math: Precalculus  
 Social Studies: Government (Social Civics)  
 Consumer Economics  
 Elective: Spanish 2  
 (1 credit)