



MIDDLE SCHOOL ENROLLMENT APPLICATION

PLEASE KEEP A PHOTOCOPY OF THIS APPLICATION FOR YOUR FILES.

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 _____

NEW STUDENTS: This email must be unique. We cannot use the same email on more than one student account.

Circle one: Male Female

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

Circle the grade the student is applying for: Sixth Seventh Eighth

Circle the preferred method of course delivery: Paper Online Mix

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.

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).

Honor System: 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.

STANDARD AGREEMENT	ONE YEAR (5 Credits)	FOR OFFICE USE ONLY
Total Cash Price	\$900.00	
Standard Down Payment Per Year	200.00	
Balance Due After Down Payment	700.00	
Standard Monthly Payment	140.00	

The cost of tuition includes all study materials, grading services, access to the Online Student Center and postage to U.S. locations. **Additional charges for postage will apply for students residing outside the United States or for those students requesting special mail services. Prices are subject to change without notice.**

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.**

If a monthly installment tuition plan is selected, all payments must be made when due regardless of the student's study progress. **If the account becomes delinquent 60 or more days, access to services will be denied. The enrollment period continues to elapse during periods of suspensions and delinquencies.** Tuition and other fees must be paid in full before a transcript of credit is released. The total balance must be paid in full before additional courses can be added to the student's enrollment. **This contract will cease to be in effect one year from the original date of acceptance, and no requests for refunds will be considered thereafter.**

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.

This application must be approved by a parent or legal guardian over the age of 18 years. 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 SUBMITTED BY THE STUDENT/GUARANTOR EITHER BY MAIL OR ELECTRONIC MEANS AND ACCEPTED BY AMERICAN SCHOOL AT 2200 EAST 170TH STREET, LANSING, ILLINOIS 60438.

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 _____

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:

- Notify American School in writing that you wish to cancel.
- We will retain a \$100.00 processing fee and refund all other monies paid.
- **For any paper-based course**, all study materials must be returned in a new, unused condition before any refund is issued. No refund will be issued if any exams have been submitted for grading.
- **For any online course**, no refund will be issued if any modules/levels/units have been completed.

Enrollments may not be transferred from one student to another.