



American School®
 2200 East 170th Street, Lansing, Illinois 60438
 (708) 418-2800 • www.americanschool.org

High School Diploma Enrollment Application for Students Residing in a Foreign Country

PLEASE PRINT

Student _____
LAST NAME FIRST NAME INITIAL

Address _____

Address _____

City _____ State/Province _____ Postal Code _____

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

Student's Email (Required) _____

Check one:

Male Female

I have no previous high school credits.

I have previously attended the American School.

I was previously homeschooled at the high school level.
 (Please complete checklist below.)

Name attended under _____
 Student Number _____

I previously attended high school. Check highest grade actually completed: 9th 10th 11th
 (Please complete checklist below.)

Exact name under which you attended school _____

Name of school attended _____

Address _____

Address _____

City _____ State/Province _____ Country _____

Phone Number _____ Dates of Attendance _____ to _____
MONTH/YEAR MONTH/YEAR

If you attended a high school outside of the United States or Canada, other than a high school utilizing an American curriculum, you are responsible for providing us with an official transcript evaluation from an agency of your choice listed with NACES (National Association of Credential Evaluation Services). You may contact us for a list of such agencies or find them on their website www.naces.org. **Check here if you have previously sent your transcript evaluation to the American School.**

If the American School does not have a copy of your transcript evaluation at the time of enrollment, we will tentatively set up your program based on the information you provide below. We can only send materials for one course until credits have been verified. This will prevent possible duplication of courses. We cannot finalize your program until we have received your transcript evaluation.

Circle or fill in the subjects you took and passed previously at the high school level either at an accredited school or by home study.

English	Science	Math	Social Studies	Other
9th Grade English	General Science	General Math	U.S. History	Other _____
10th Grade English	Physical Science	Business Math	World History	Other _____
11th Grade English	Biology	Pre-Algebra	Civics/Government	Other _____
12th Grade English	Chemistry	Algebra 1	Geography	Other _____
Speech	Physics	Algebra 2	Psychology	Other _____
Other _____	Other _____	Geometry	Health	Other _____

NOTE: You must complete at least 4.5 units with the American School to be eligible to earn an American School diploma.

HOW DID YOU HEAR ABOUT THE AMERICAN SCHOOL?

- A.S. Website
 Local School
 Family Member
 Friend
 Internet Search (Google, Bing, MSN, Yahoo, etc).
 American School Student _____, Student Number _____
 Other _____

WHAT IS YOUR REASON FOR ENROLLING? _____

HOW WILL THE AMERICAN SCHOOL HELP YOU MEET YOUR EDUCATIONAL GOALS? _____

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

I understand that I am to receive all study materials (paper-based and/or online), instructions and grading services as explained in detail on page 4 of this application under the heading "Student's Rights and Responsibilities". I further understand that the price of the program includes air mail service of study materials and graded examinations sent to me as required by the U.S. Postal Service.

CIRCLE NUMBER OF YEARS YOU NEED TO COMPLETE AND CASH PRICE					FOR OFFICE USE ONLY
STANDARD AGREEMENT	ONE YEAR (4.5 Units)	TWO YEARS (9 Units)	THREE YEARS (13.5 Units)	FOUR YEARS (18 Units)	
Total Cash Price	\$1,150.00	\$1,850.00	\$2,550.00	\$3,250.00	
Standard Down Payment	325.00	350.00	375.00	400.00	
Balance Due After Down Payment	825.00	1,500.00	2,175.00	2,850.00	
Standard Monthly Payment	100.00	100.00	100.00	100.00	

***REBATE** If you send in payment in full with your enrollment, you will be entitled to a rebate. To receive the rebate in advance, use the following payment schedule: 1 year, \$1,100; 2 years, \$1,800; 3 years, \$2,475; 4 years, \$3,150. **PAYMENT MUST BE MADE IN FULL AT THE TIME OF ENROLLMENT TO BE ELIGIBLE FOR REBATE.**

SELECT PAYMENT OPTION:

- I wish to accept the standard agreement as shown above.
 I prefer to make a larger down payment of \$ _____ (ENTER AMOUNT)
 I prefer to make a larger standard monthly payment of \$ _____ (ENTER AMOUNT)
 I prefer to pay by credit card, check here and see enclosed Credit Card Authorization Form.

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%. **THE AMERICAN SCHOOL CANNOT BE RESPONSIBLE FOR CURRENCY SENT BY MAIL. NOTE: PAYMENT MUST BE MADE IN U.S. FUNDS ONLY.**

STUDENT SIGNATURE _____	SIGNATURE OF GUARANTOR _____
TELEPHONE _____	PRINTED NAME _____
SSN (Last 4 digits) _____	ADDRESS _____
E-MAIL _____	ADDRESS _____
DATE OF BIRTH MONTH DAY YEAR AGE	CITY/STATE/PROVINCE/POSTAL CODE _____
	E-MAIL _____

IF YOU ARE UNDER 18: This enrollment must be co-signed and guaranteed by your father, mother, or legal guardian.
How You Start: Just as soon as we receive this enrollment application and your down payment, we will immediately send you your first subject, usually *PSYCHOLOGY FOR LIFE TODAY*, and instructions as to how to get the most from your studies. **Additional down payment will be required if you wish for more courses to be sent at the time of enrollment. If you are claiming previous high schools credits, we must receive an official transcript for evaluation before additional courses are sent.**

THIS AGREEMENT BECOMES A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT/GUARANTOR AND ACCEPTED BY THE AMERICAN SCHOOL AT 2200 EAST 170TH STREET, LANSING, ILLINOIS 60438.

A PHOTOCOPY OF THIS APPLICATION WILL BE SENT TO YOU FOR YOUR FILES.

AMERICAN SCHOOL'S TUITION SETTLEMENT POLICY

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

1. Notify the American School in writing that you wish to cancel.
2. Return all of your study materials, if possible, in a new, unused condition. Your request will be honored and a refund of all money you have paid will be sent to you.

The American School has established a liberal refund policy for your protection. If, after the initial ten day period described, you should decide to cancel for any reason, tuition charge will be based on how much of the course you have completed as follows:

From ten days after enrollment is accepted and until the time the school receives the first completed assignment from you, upon cancellation, the school is entitled to a registration fee of \$75.00.

After the American School receives the first completed unit exam and until the student completes half the program, if you request cancellation, the school is entitled to the registration fee of \$75.00 and

a charge which shall not exceed the following:

1. Up to and including completion of 10 percent of the program, 10 percent of the tuition minus the registration fee.
2. After completing more than 10 percent of the program and up to and including 25 percent of the program, 25 percent of the tuition minus the registration fee.
3. After completing more than 25 percent of the program and up to and including completion of 50 percent of the program, 50 percent of the tuition minus the registration fee.
4. If you complete more than half of the program, the school shall be entitled to the full tuition.

If prior to notifying the American School of cancellation, you have paid more than the amount required under the cancellation formula, the excess will be refunded to you within thirty (30) days. If you have paid less than the amount required under the formula, you must pay the balance due within thirty (30) days.

In case of illness or accident, death in the family, or other circumstances beyond your control, you shall be entitled to special consideration and the school may settle the account for an amount which is a lesser charge to you than that called for by the school's established policy.

COMPULSORY SCHOOL ATTENDANCE:

REQUEST FOR ENROLLMENT OF A STUDENT WHO IS WITHIN THE COMPULSORY SCHOOL ATTENDANCE AGE OF HIS/HER STATE

Please note: The parent or legal guardian of a student who is within the compulsory school attendance age of his/her state must fully complete this form. The American School will contact the parent/legal guardian to verify permission.

I, _____, the parent/legal guardian
(NAME OF PARENT/LEGAL GUARDIAN)
of _____ age _____ birthdate _____
(NAME OF STUDENT) (MONTH / DATE/ YEAR)

have reviewed and understand my local state requirements pertaining to compulsory school attendance. **I understand that this enrollment with the American School may not meet the compulsory school attendance requirements of my state, and I accept the full responsibility for my child's enrollment with the American School and for complying with the legal requirements of my state for homeschooling.**

I understand that the student must have successfully completed an eighth grade curriculum prior to enrolling with the American School.

I acknowledge that successful completion of the American School program will entitle the student to the American School diploma.

I am aware that each school district has its own standards for accepting credits earned through distance education. While the American School is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS), National Council for Private School Accreditation (NCPSA) and Accreditation International (Ai), it cannot guarantee the transferability of earned credits.

I understand that, should the student return to the school district, the American School will, upon request, issue a transcript of credit for work completed provided that the appropriate tuition has been paid according to the terms of the enrollment application.

I certify that I have read all of the above information and conditions relating to the enrollment of my underage child and agree to abide by them and the terms contained within the enrollment application. This document and the enrollment application constitute the entire agreement between myself and the American School.

Signature _____ Relationship to Student _____

Student's Address _____ Phone Number _____

City _____ State _____ Zip _____

HONOR SYSTEM AGREEMENT

In pursuing your studies with the 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.

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 the American School.

All materials published by the 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 the American School or not.

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

**FOR OFFICE USE
ONLY. DO NOT
REMOVE LABEL.**



STUDENT'S RIGHTS AND RESPONSIBILITIES

The American School agrees to provide each student 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 me (U.S. locations only).

The minimum number of credits to be taken to obtain an American School diploma is 4 1/2. The price of the program depends on the ability of the American School to verify the number of credits the student has claimed through transcripts from schools attended. The student will be allowed \$100.00 for each verified credit. 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.

Lessons will be sent in a timely manner so that they should be available in advance of rate of progress. Should a student need lessons at a faster pace, he/she may notify the American School in writing, giving the reasons why he/she requires more rapid service. All such requests will be reviewed by the Student Service Department. Students may need to make additional financial arrangements if they are requesting coursework at an accelerated pace.

If the student has selected a monthly installment tuition plan, all payments must be made when due regardless of the student's study progress.

The school agrees to allow the student four years, if necessary, to complete this program. During that period, the school stands willing and ready to render such service as the student may request in form of supplementary instruction and suggestions. **This contract will cease to be in effect four years from the original date of acceptance, and no requests for refunds will be considered thereafter.**

Upon completion of the program, the student may find it necessary to take a qualifying exam administered by the state, college, or a pre-professional school, or other agency. In the event that such an exam is taken within six months after completion of the program, and the student does not meet standards in any subject or subjects covered by the high school program, the American School agrees to refund your money or give additional training at no additional cost in the areas needed.

Upon successful completion of all academic and financial requirements, a diploma from the American School, a school which 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).

American School Credit Card Authorization Form

I, _____ hereby authorize American School to charge my credit card once for my down payment or payment in full in the amount of

\$

Note: High School Enrollments Check box if you prefer to make recurring billing payments using the credit card information below. The billing amount will be charged to your credit card on the 10th of every month until the balance is paid in full or you call to cancel.

Please check monthly payment amount: \$100 \$125 \$150 OTHER \$ _____

ENTER E-MAIL ADDRESS FOR RECURRING BILLING RECEIPT CONFIRMATION: _____

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	CARD NO. <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Expiration Date: _____</td> <td style="width: 50%; border-bottom: 1px solid black;">VID Code on Back _____</td> </tr> <tr> <td></td> <td style="text-align: right; font-size: 0.8em;"> Example xxxx (000) <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> </td> </tr> </table>	Expiration Date: _____	VID Code on Back _____		Example xxxx (000) <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
Expiration Date: _____	VID Code on Back _____					
	Example xxxx (000) <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>					

Card Holder's Billing Address	Requested Shipping Address
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Telephone: _____	Telephone: _____

As the credit card holder, I hereby authorize receipt of merchandise at the shipping address above

Date _____ Signature _____