



## ONLINE HIGH SCHOOL DIPLOMA APPLICATION

The American School Online Diploma Program is a series of one-year contracts that consists of 4.5 units of credit per year (18 units of credit total). On each one-year contract, the student has 12 months from the date of enrollment to complete 4.5 units of credit. If a student is unable to complete 4.5 units of credit within one (1) year's time, he/she may extend the contract for an additional three (3) months from the contract end date for an additional \$200.00. If the student plans to complete another grade level (4.5 units) with American School, he/she can complete an Extended Contract Form, and apply the additional \$200.00 payment towards the next year of study. The previous year's balance must be paid in full before any extensions are granted.

Male  Female

PLEASE PRINT

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

Student's Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Birthdate \_\_\_\_\_  
(AREA CODE) NUMBER MONTH / DATE / YEAR

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

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

I have no previous high school credits.  I have previously attended American School.

I was previously homeschooled at the high school level.  
*You may be eligible to establish up to 5 units of credit for homeschooled courses by successfully completing comprehensive exams.* Name attended under \_\_\_\_\_  
 Student Number \_\_\_\_\_

I previously attended high school. Circle the highest grade actually completed: 9th 10th 11th  
*See Page 2 for further information regarding previous credits and transcripts.*

Exact name under which you attended school \_\_\_\_\_  
 Name of school attended \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Dates of Attendance \_\_\_\_\_ to \_\_\_\_\_  
MONTH/YEAR MONTH/YEAR

**HOW DID YOU HEAR ABOUT AMERICAN SCHOOL? (Circle One)**

American School Website Local School Family Friend Internet Search (Google, Bing, MSN, Yahoo, etc).  
 Magazine/Newspaper \_\_\_\_\_ TV or Radio Commercial (Channel) \_\_\_\_\_  
 American School Student Name \_\_\_\_\_ Student Number \_\_\_\_\_  
 Other \_\_\_\_\_

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

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



## STUDENT'S RIGHTS AND RESPONSIBILITIES

American School agrees to provide you with a high school education by the use of digital media similar to materials used by other high schools. The tuition covers registration, instruction, all digital materials, and access to teacher, instructors, and student support services.

The price of the full high school diploma 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. **To earn an American School diploma, you must complete a minimum of 18 units of required credits, 4.5 units of which must be completed with American School.**

Access to 4.5 units of credit will be allowed at the time of enrollment unless you have claimed previous high school credits. If you have claimed previous high school credits, you will be allowed access to one unit of credit until an official transcript has been received and evaluated. If we do not receive an official transcript within 60 days of your enrollment date, your account will be suspended.

If you have selected a monthly installment tuition plan, all payments must be made when due regardless of your study progress. If your account becomes delinquent, access to services will be denied.

**Your enrollment period continues to elapse during periods of suspensions and delinquencies.**

American School agrees to allow you one year, if necessary, to complete 4.5 units of credit. **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.** However, you may extend your contract for three additional months for a fee of \$200.00 from the original enrollment date. If you plan to complete another grade level (4.5 units) with American School, you will need to complete an Extended Contract Form and pay \$200.00. We will apply the additional \$200.00 payment towards the next year of study. The previous year's balance must be paid in full before any extensions are granted.

If you complete 4.5 units prior to your contract end date, you may enroll for the next year (4.5 units of credit) immediately by completing an Extended Contract Form, which includes making a down payment of at least \$200.00.

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-CESS), National Council for Private School Accreditation (NCPISA) 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.

## 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 application is accepted that you wish to discontinue your studies, you must:

1. Notify American School **in writing** that you wish to cancel.
2. If no modules in a course have been completed, your request will be honored and a refund of all money you have paid will be sent to you.

American School has established a 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 the number of courses in which you have completed modules.

From ten days after your application is accepted and until the time the school receives the first completed assignment from you, upon cancellation, the school is entitled to retain a registration fee of \$100.00.

After American School receives your first completed submission and until you complete half the program, if you request cancellation, the school is entitled to a fee of \$200.00 per course in which you have completed one or more modules.

If prior to notifying 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. Transcripts and/or diplomas will not be released until the balance has been paid in full.

If you request cancellation in case of illness or accident, death in the family, or other circumstances beyond your control, you will 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.

**How You Start:** We will send you your login and password information for accessing your account within two business days of processing this application and your down payment. You will have access to all units of credit at enrollment unless you are claiming previous credits. **If you are claiming previous high schools credits, then we must receive an official transcript for evaluation before access to additional courses is permitted.** You will only be allowed access to one unit of credit until your credits can be verified. Accounts will be suspended 60 days after enrollment if an official transcript is not on file. Your enrollment period continues to elapse while your account is suspended.

## ACADEMIC INTEGRITY POLICY

In pursuing your studies with American School, you are expected to follow the Academic Integrity Policy. Academic dishonesty includes: cheating, plagiarism, fabrication, helping another student commit academic dishonesty, or any other instance that undermines or has the potential to undermine academic integrity.

All coursework is expected to be your own thoughts and ideas. All essay and short answer responses must be stated in your own words. Using your own words demonstrates your understanding of the material. You may briefly quote a source in your response, but you must put the quote in quotation marks and properly cite the source. Paraphrasing is not a universal defense against plagiarism and making only minor changes in word choice and order without giving credit to the source is still plagiarism. The ideas belong to the other writer.

All materials printed or utilized 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.**

If you do not adhere to the policy, you should expect disciplinary action, which may include retaking an exam, reduction in grade, replacing a course, academic suspension, academic dismissal, and disqualification from future American School scholarships.

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

I acknowledge that successful completion of the American School program (completion of all required diploma program courses) will entitle the student to an American School diploma.

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

I understand that, should the student return to the school district, 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.**

Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Student's Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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