



# POLICIES AND PROCEDURES

## Accreditation:

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 (NCPISA) 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 (semester) or full unit (two semesters) of Carnegie credit. Each full-unit course (equal to two semesters) is also available in half-units (semesters), unless otherwise indicated.
- All unit exams/modules/levels/units, projects, and final end-of-course exams must be successfully completed in order to earn credit. A module, unit, or level is a course section that can consist of lessons, discussions, lab/text questions, quizzes and/or post tests.

## Tuition:

- The cost of tuition includes all study materials, grading services, access to the Online Student Center, and postage to U.S. locations. Special mail services are provided at an extra charge.
- **All book shipments will be made to United States shipping addresses only. No packages will be sent to addresses outside the United States.**
- Tuition is required to be paid in full at the time of enrollment. 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 per the maximum completion times and original date of acceptance, and no requests for refunds will be considered thereafter.**

## How to Enroll:

Complete all required sections on the application and return with payment (check or money order made payable to the American School) to **American School, 2200 East 170th Street, Lansing, IL 60438. Do not send cash.** The American School will not be held responsible for currency sent by mail.

To enroll online, visit [www.americanschool.org/enroll](http://www.americanschool.org/enroll)

Please allow 2-3 business days for the processing of your application. Students can expect to begin courses approximately one (1) week after enrolling. Also, keep a photocopy of this application for your records.

## 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 assignments have been submitted.

**Enrollments may not be transferred from one student to another.**

## Completion Times:

### All Courses:

Minimum time for completion: 5 weeks per course from date of course enrollment  
Maximum time for completion: Half-unit course – 6 months from date of course enrollment  
Full unit course – 12 months from date of course enrollment

### AP Courses:

See information at [www.americanschool.org/ap](http://www.americanschool.org/ap)

**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). Courses cannot be extended beyond the maximum time allotted for completion (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.**

## Additional Enrollment Forms:

**Counselors:** For additional copies of this application or for more information, contact our Independent Study Division at (708) 418-2800, Monday through Friday from 8:00 A.M. to 3:30 P.M. CST or email at [independentstudy@americanschool.org](mailto:independentstudy@americanschool.org).

Applications can also be downloaded at [www.americanschool.org/enroll](http://www.americanschool.org/enroll).