



# MIDDLE SCHOOL PROGRAM ENROLLMENT APPLICATION

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

PLEASE PRINT

Student \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE 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 \_\_\_\_\_ SSN (last 4 digits) \_\_\_\_\_

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

Circle one: Male Female Other/Prefer not to answer

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

**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.

**Illinois Residents:** Per 325 ILCS 50/Missing Children Records Act and 325 ILCS 55/Missing Children Registration Law, all students residing in Illinois are required to submit a birth certificate in order to enroll.

**Accreditation:** American School is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS), 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.**

# ENROLLMENT CONTRACT

STANDARD AGREEMENT	ONE YEAR (5 Credits)	FOR OFFICE USE ONLY
Total Price	<b>\$1050.00</b>	
Standard Down Payment Per Year	<b>250.00</b>	
Balance Due After Down Payment	<b>800.00</b>	
Standard Monthly Payment	<b>160.00</b>	

The cost of tuition includes all study materials, grading services, access to the Online Student Center, and postage to U.S. locations. All book shipments will be made to United States shipping addresses only. No packages will be sent to addresses outside the United States. Special mail services are provided at an additional charge.

With your standard down payment of \$250.00, you will receive one print-based course and/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.

If a monthly installment 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. **Students must complete all courses within one (1) year (12 months) of the enrollment date.** For any course, students must complete all requirements. Any unfinished assignments will be assigned a grade of zero, which may result in a failing grade for the entire course. Students may begin the next year of the enrollment contract when all exams have been submitted or completed for the current contract year.

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 AND/OR PARENT AND 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.**

<p><b>I have read and agree with the policies and procedures outlined in this contract.</b></p> <p>STUDENT SIGNATURE _____</p> <p>PARENT/GUARDIAN SIGNATURE _____</p> <p>DATE _____</p> <p><b>**The guarantor is the person who is agreeing to the payment policy listed above and may be different from the parent/legal guardian.</b></p>	<p>SIGNATURE OF GUARANTOR** _____</p> <p>PRINTED NAME _____</p> <p>ADDRESS _____</p> <p>CITY, STATE, ZIP _____</p> <p>E-MAIL _____ (Cannot be same as student)</p> <p>TELEPHONE _____</p>
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**Please mail your completed application to: American School, 2200 East 170th Street, Lansing, IL 60438**

**Refund Policy:** We believe you will be pleased with your American School studies; however, should you decide within the first 30 days after your 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. There are no refunds for shipping and handling fees.
- **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.**