



07-2025

PLEASE PRINT

☐ New Student ☐ Added Subject (Returning Student)  
My American School Student Number

is \_\_\_\_\_

Check One: ☐ Male ☐ Female ☐ Other/Prefer not to answer

Student's Ethnicity: ☐ African American ☐ Asian/Pacific Islander

☐ Caucasian ☐ Hispanic ☐ Other

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

Preferred name: \_\_\_\_\_

Student's Address \_\_\_\_\_ Apt. # \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Birthdate \_\_\_\_\_  
(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.

Illinois Residents: In what local School District do you reside? \_\_\_\_\_

**This section is required if student will transfer credits earned at American School to another school.**

School Official \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

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

School Official's Signature \_\_\_\_\_

**CHECK ONE:** ☐ Provide study material and graded exams for paper-based courses to the School official.

☐ Provide study material and graded exams for paper-based courses directly to student.

**CHECK ONE:** ☐ The School Official requests that the American School provide an end-of-course exam for each course to be administered locally upon successful completion of the print-based unit exams or online course modules. (End-of-course exams are not available for online World Language courses and Middle School courses.)

☐ The School Official waives the end-of-course exam requirement for each course.

**If neither box is checked, end-of-course exam(s) will automatically be required.**

# INDIVIDUAL SUBJECT APPLICATION

(FOR CREDIT RECOVERY OR ENRICHMENT)

\*\*\* Please keep a photocopy of this application for your files. \*\*\*

For a list of available courses, visit:  
[www.americanschool.org/courses](http://www.americanschool.org/courses)

PRICES	PRINT	ONLINE
Regular Courses	\$375.00 FULL \$325.00 HALF	\$325.00 FULL \$275.00 HALF
Value Courses	\$275.00 FULL \$225.00 HALF	
Premium Courses	\$475.00 FULL \$425.00 HALF	

## CIRCLE ONE: MIDDLE SCHOOL HIGH SCHOOL

**Course Credit:**  
1 = first semester  
2 = second semester  
full = full unit

**Delivery Method:**  
P = Print-based  
OEPC = Online Exams for Print Courses  
O = Online

COURSE TITLE	Course Credit & Delivery Method	PRICE
	1 2 Full P OEPC O	
	1 2 Full P OEPC O	
	1 2 Full P OEPC O	
	1 2 Full P OEPC O	
Payment in full is due at the time of enrollment.		TOTAL DUE \$

I have read, understood, and accepted all terms of the enrollment agreement, including policies and procedures and other information describing my program selection.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if under 18 years old) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

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

# POLICIES AND PROCEDURES

## Accreditation:

American School 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) 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 assignments and final end-of-course exams must be successfully completed in order to earn credit. Any assignment left unfinished by the end of the contract will receive a score of zero, which may result in a failing grade for the entire course.

## 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. 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.**

## 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

**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). For any course, students must complete all course requirements. Any unfinished assignments will be assigned a grade of zero, which may result in a failing grade. 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).